



THE UNIVERSITY *of* EDINBURGH

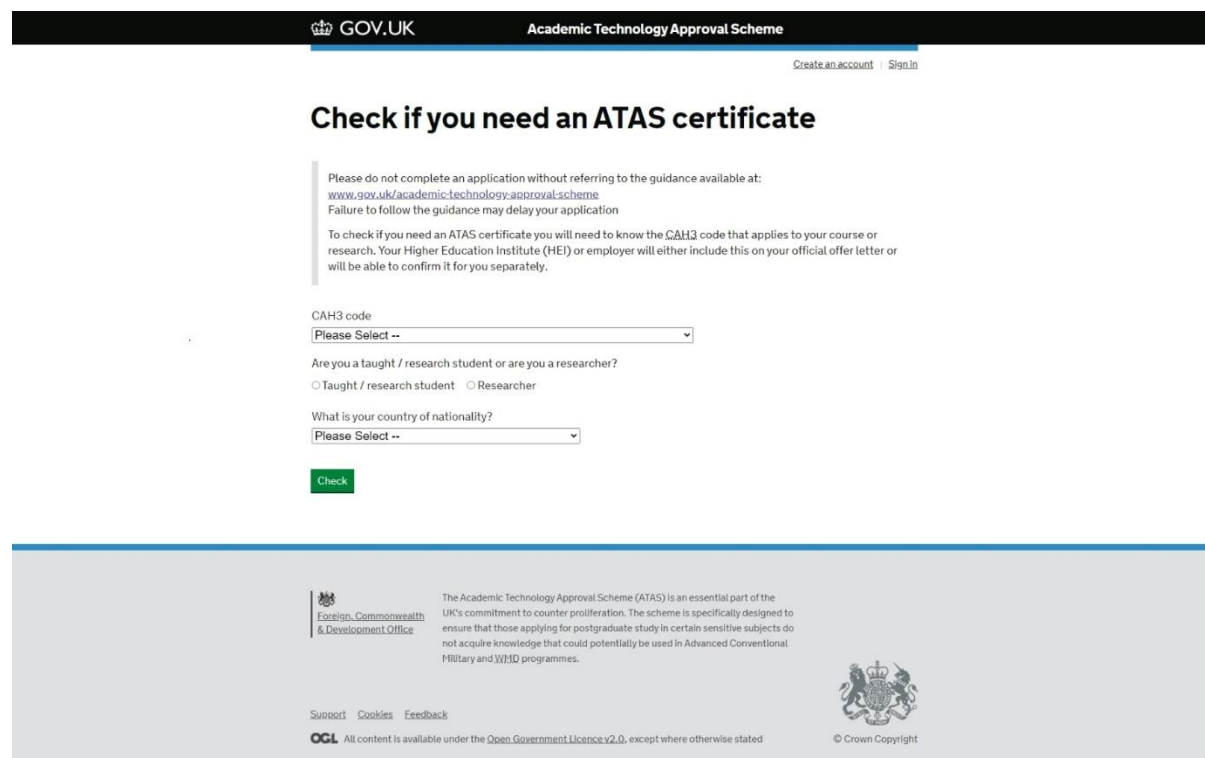
Applying for an Academic Technology Approval Scheme (ATAS) certificate

Guidance for students
who are commencing
or continuing studies
at the University of
Edinburgh

Disclaimer: This document was created in October 2022. It is important to note that the application format and how questions are phrased can be altered or changed at any time. Please be aware that the order of questions on the application form can change or new questions may be added in the future. If you notice anything significantly different on the application form please [inform us](#).

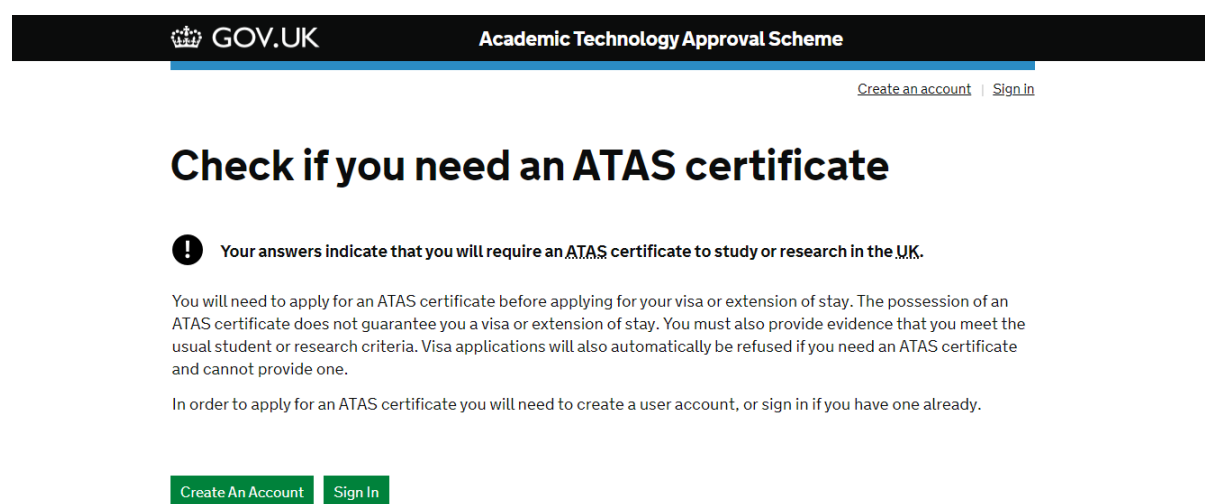
Check if you need an ATAS certificate

To apply for an ATAS certificate, navigate to the following webpage: <https://www.academic-technology-approval.service.gov.uk/>



The screenshot shows the 'Check if you need an ATAS certificate' page on the GOV.UK Academic Technology Approval Scheme website. The page has a black header with the GOV.UK logo and the scheme name. Below the header, there are links for 'Create an account' and 'Sign in'. The main heading is 'Check if you need an ATAS certificate'. A warning box states: 'Please do not complete an application without referring to the guidance available at: www.gov.uk/academic-technology-approval-scheme. Failure to follow the guidance may delay your application.' Below this, a text box explains that a CAH3 code is needed, which is provided by the Higher Education Institute (HEI) or employer. The form includes three dropdown menus: 'CAH3 code' (with 'Please Select --' as the placeholder), 'Are you a taught / research student or are you a researcher?' (with radio buttons for 'Taught / research student' and 'Researcher'), and 'What is your country of nationality?' (with 'Please Select --' as the placeholder). A green 'Check' button is at the bottom of the form. The footer contains the Foreign, Commonwealth & Development Office logo, a description of the ATAS scheme, and links for 'Support', 'Cookies', and 'Feedback'. It also mentions the Open Government Licence v2.0 and Crown Copyright.

You can find this CAH3 code in your offer letter from the University. You should select the taught/research student option and then state if you are a taught or research student. Finally, you should select your country of nationality.



The screenshot shows the same 'Check if you need an ATAS certificate' page, but with a result message. The message is: 'Your answers indicate that you will require an ATAS certificate to study or research in the UK.' Below this, a text box explains that an ATAS certificate is required before applying for a visa or extension of stay, and that it does not guarantee a visa. It also states that visa applications will be refused if an ATAS certificate is required and cannot be provided. Another text box says: 'In order to apply for an ATAS certificate you will need to create a user account, or sign in if you have one already.' At the bottom, there are two green buttons: 'Create An Account' and 'Sign In'.

Select "Create Account".

[Create an account](#)

Create an account

Create an account to save and submit your applications.

If you've already created an account, you can [sign in](#).

Email address

Password

This must be at least 9 characters and contain uppercase letters, lowercase letters and numbers.

Confirm password

Create account

Create an account by following the instructions provided. We recommend you use an internationally recognised email server such as Outlook, Hotmail, Yahoo, Gmail or similar as ATAS have experienced difficulties with firewalls for local servers.


Your applications

There are no applications that you have created or submitted online.

Apply for an ATAS certificate

Select "Apply for an ATAS certificate".

Apply for an ATAS certificate

 **UK, EEA, Switzerland, United States, Australia, Canada, New Zealand, Singapore, Japan and Republic of Korea nationals do not need to apply for an ATAS certificate.**

Before applying for an ATAS certificate, you'll need to read the [ATAS guidance](#).

Are you a taught / research student or are you a researcher? *

☒ Taught / research student ☐ Researcher


What type of study are you undertaking? *

☒ Research ☐ Taught

[Continue to Checklist](#)

You should select the taught/research student option and then state if you are a taught or research student. Finally, you should select your country of nationality.

Apply for an ATAS certificate

 **UK, EEA, Switzerland, United States, Australia, Canada, New Zealand, Singapore, Japan and Republic of Korea nationals do not need to apply for an ATAS certificate.**

Before applying for an ATAS certificate, you'll need to read the [ATAS guidance](#).

If you need an ATAS certificate to study in the UK complete the checklist below to get started.

Checklist

Are you ready to apply for your UK Academic Technology Approval Scheme (ATAS) certificate? *

☐ Yes ☐ No

Have you received a CAH3 code from your Higher Education Institute (HEI), or research institute? *

☐ Yes ☐ No

[Start application](#)

Select "yes" if you are ready to apply and "yes" if you already have your CAH3 code. Please note you cannot apply for an ATAS certificate without the CAH3 code attached to your area of research.

Apply for an ATAS certificate

What you need to know

- Takes around 1 hour to complete the form
- Sections can be completed in any order
- You can save your progress and continue at a later date
- If you are given an ATAS certificate it will only be valid for 6 months from the date issued

1	Proposed study	NOT STARTED	Start
2	Personal details	NOT STARTED	Start
3	Spouse	NOT STARTED	Start
4	Contact details	NOT STARTED	Start
5	Undergraduate / Postgraduate studies	NOT STARTED	Start
6	Other studies	NOT STARTED	Start
7	Published papers	NOT STARTED	Start
8	Employment history	NOT STARTED	Start
9	Referees	NOT STARTED	Start
10	Sponsors	NOT STARTED	Start

You can now start your ATAS application. The rest of the guide will walk you through each section of the form in detail. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Apply for an ATAS certificate

Proposed study

This section is about the course or research you plan to do in the UK. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

What university or Higher Education Institution will you be studying at? *

University of Edinburgh

Course

What subject will you be studying? *

PhD Chemistry

When will your course start? *

01/10/2022

DD/MM/YYYY, eg 06/09/2013

When do you expect your course to end? *

30/09/2026

DD/MM/YYYY, eg 01/07/2016

What is your CAH3 course code? *

CAH07-02-01 : chemistry

What qualification will you be studying for? *

PhD

Supervisor name at UK University *

Dr John Smith

You should state that you will be studying at the University of Edinburgh. The rest of the section should be completed as follows:

- > For “What subject will you be studying?”: you should use your programme title as it appears in your offer letter.
- > **New students:** your course start date and end date will be on your offer letter.
Please note: if you are a PhD student, you should add an extra 12 months to your programme end date when applying for ATAS. This is because the University of Edinburgh allow for an extra year for writing-up, viva and your corrections).
- > **Continuing students:** the course start date should be the date after you apply for ATAS (the form will not accept a date in the past). Your end date will appear on your student record. PhD students should add 4 months to the programme end date that appears on the record (this is for the viva exam and any corrections).

- > Your CAH3 code will be on your offer letter. If you cannot locate the code, you should contact futurestudents@ed.ac.uk. Continuing students should contact their School.
- > Enter the qualification your offer is for (e.g. PhD, MRes).
- > For the final question, you should use your supervisor's name. If you are unsure about this, you should contact your School. If a supervisor has not yet been assigned to you, you can use your programme director's name.

What will you be studying?

Please provide the description of your thesis/area of research as provided in the official documentation from your University.

For taught Masters degrees, please list the elective modules available to you (if there are no electives please list the core modules). For MEng degrees please list only the final year electives or, if there are none, the core modules. *

2000 characters remaining

Enter text here

- > **Research students:** you will need to enter information about your proposed area of research. This should be at least 5 lines in length (you can write up to 2000 characters). The text you need to use should appear on your offer letter. Your proposal must include the details of your research, including any methodologies and research technologies you will be using.

Taught students: You will need details of the core and optional modules (electives) you intend to study. You can either find these on the degree finder section of the University's website or by contacting your School directly.

[Find information about your undergraduate programme](#)

[Find information about your postgraduate programme](#)

Why do you want to study this?

Tell us why you are interested in this subject and your future plans (minimum 5 sentences). *

2000 characters remaining

Enter text here

What are your goals when you complete your intended programme?

What do you aim to achieve by the end of the course and how does this course tie in with your future ambitions? *

2000 characters remaining

Enter text here

Joint programme details

Is this a joint programme with another country? *

☐ Yes ☒ No

- > **“Why do you want to study this?”:** you should explain why you wish to study the programme you have an offer for. We advise to write at least 5 sentences (you can write up to 2000 characters). If you are a continuing student whose end date has been extended, you should explain here that you are applying for a new ATAS Certificate because you have received an extension to your programme of study.
- > **“What are your goals when you complete your intended programme?”:** You should explain what you hope to have achieved by the end of your course and how your course ties in with your future ambitions.
- > **Joint programme details:** You should select “yes” if are studying a course which is jointly awarded by the University of Edinburgh and another institution.

Apply for an ATAS certificate

1 Proposed study

COMPLETE

Edit

Personal details

This section is about you. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Title *

Please Select --

Given names *

Given names must be the same as they appear on your passport

Surname *

Surname (family name) must be the same as it appears on your passport

Gender *

Please Select --

Date of birth (when were you born)? *

DD/MM/YYYY, eg 01/10/1990

What town or city were you born in? *

What country were you born in? *

Please Select --

Passport number *

When was your passport issued? *

DD/MM/YYYY, eg 01/10/2006

When does your passport expire? *

DD/MM/YYYY, eg 06/09/2013

Nationality

What is your nationality? *

Please Select --

Do you have dual nationality? *

☐ Yes ☐ No

- > Please note you should enter your personal details as they appear on your passport. Remember to declare if you are a dual national on the appropriate question and select the second nationality you have.

- > If you are issued a new passport after your ATAS certificate is granted, or whilst your application is pending, please email ATAS@fcdo.gov.uk

Admission to UK refusal

Have you ever been refused admission to the UK either through visa refusal or denied entry? *

☐ Yes ☐ No

Military service details

Have you ever served in the military? *

☐ Yes ☐ No

CBRN training details

Have you ever trained in CBRN (Chemical, Biological, Radiological and Nuclear) or in using firearms? *

☐ Yes ☐ No

Government research details

Have you ever supported or worked on Government funded research and if so in what capacity? *


☐ Yes ☐ No

List of Languages, including competency level

Language *

Please Select -- 


Competency *

Please Select -- 

Add another language? *

☐ Yes ☐ No

- > You should answer the above questions truthfully and accurately. Please note that, if you answer “yes” to any of the first 4 questions, you will be asked to provide further details.

 **Academic Technology Approval Scheme**

Signed in as [visahelp@ed.ac.uk](#) | [Your applications \(1\)](#) | [Your account](#) | [Sign out](#)

Apply for an ATAS certificate

1

Proposed study

COMPLETE

Edit

2

Personal details

COMPLETE

Edit

Spouse

This section is about your spouse (husband, wife or civil partner). You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

What is your current marital status? *

Go to part 4 of 10

Save for later

Review progress

- > If you select “single”, “divorced” or “widowed”, you can move to the next section. If you select “civil partnership” or “married”, you will be asked whether your spouse will be coming to the UK with you. If you answer “yes”, you will need to provide your spouse’s person details.

Contact details

This section lets us know how to get in contact with you. You need to answer all of the questions marked with an asterisk (*) before you submit your application, but you can answer some of these questions now and come back later to complete this section if you need to.

What is your preferred email address? *

Alternative email address

In case we cannot contact you through your preferred address

Postal address

What is your postal address? *

Post/Zip code (if applicable)

Country *

Telephone number

You need to supply at least one telephone number in case we need to contact you by phone

Home telephone number

Mobile telephone number

Work telephone number

[Go to part 5 of 10](#)

[Save for later](#)

[Review progress](#)

- > You should provide your contact details here. If ATAS need to contact you about your application, they will normally do so by email, so it is important to ensure that your email address is correct here. We recommend you use an internationally recognised email server such as Outlook, Hotmail, Yahoo, Gmail or similar as ATAS have experienced difficulties with firewalls for local servers.

Undergraduate / Postgraduate studies

This section is about your previous study at university. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Have you undertaken any undergraduate or postgraduate studies? *

☐ Yes ☐ No

- > You should state if you have previously studied at either undergraduate or postgraduate level. This applies to courses studied in the UK and overseas. Please note this section only refers to courses you have already completed. You are not required to provide information about your high school education.
- > If you answer 'yes' to this question, you will need to provide details, including a description of the subjects covered on your course. If you answer 'no' to this question, you can move onto the next section.

Other studies

Other studies

This section is about your previous study at colleges or institutions other than university. This includes any formal professional training you have undertaken. You do not need to tell us about your studies at school (up to the age of 18). You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Have you undertaken any studies since you left school, other than those you told us about in section 5? *

☐ Yes ☐ No

- > You should state if you have undertaken any other studies since you left school, such as formal professional training. Again, this includes study both in the UK and overseas. You don't need to include information about your studies at school (up to the age of 18). If you answer 'yes' to this question you will need to provide further details, including information about the subjects covered on your course.

Published papers

This section is about any academic or professional papers you have published. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Have you published any academic or professional papers? *

☐ Yes ☐ No

[Go to part 8 of 10](#)

[Save for later](#)

[Review progress](#)

- > This includes academic or professional papers you have published or co-authored. If you answer 'yes' to this question, you will need to provide more information, including a brief summary of your paper. If you answer 'no' to this question, you can move onto the next section.

Employment History

Employment history

This section is about your employment. This includes any paid work you have done and any long-term voluntary (ie unpaid) work since you left school. You do not need to tell us about temporary jobs you have done during university vacations. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

Have you ever been employed? *

☐ Yes ☐ No

[Go to part 9 of 10](#)

[Save for later](#)

[Review progress](#)

- > You should include details of any paid work you have done and any long-term voluntary/unpaid work you have done since you left school. You don't need to include any temporary jobs you have had while in education. If you have not undertaken any employment as mentioned above, select "No" in this section.
- > Approximate dates are fine for the start and end date of employment, but try and be as specific as possible.

- > You must provide details of at least 2 people who can provide a reference for your application. You should provide full names (first and last names, you should not use initials). They must have known you for at least 3 years and at least one should be an academic referee. ATAS advises that referees from your home country are strongly preferable but it is not essential if you have studied/worked in another country.
- > For continuing students, an academic from your UK University will suffice for a second referee. As long as one referee is an academic from an overseas institution, the second referee can be an employer but it cannot be a friend or family member.
- > If your referees do not meet the specified requirements, the ATAS team may contact you to ask you to provide further information. This will cause delays with your application being processed.
- > The ATAS team may not contact the referees, but we would strongly recommend that you let them know that you are using their details for an ATAS application.

Referees

This section is about the people who will be providing references for your application. You must have known your referees for at least 3 years. You need to give us details of at least 2 referees before you submit your application and at least one of them should be an academic from your country of origin. If you do not have all of the information you need you can provide some details now and come back later to complete this section if you need to. Please note that friends and family are not accepted as referees.

About your referee

Title *

Please Select --

What is the full name of your referee? *

You must not use initials and should provide a first name and last name

What email address should we use if we need to contact this referee?

Email address or telephone number is required

What is their telephone number? Please give a direct number if possible.

Email address or telephone number is required

How long have you known this referee? (minimum 3 years)*

Please Select --

Years

Please Select --

Months

Who your referee works for

What is your referee's position within this organisation? *

What does this organisation do? *

eg university, manufacturing, engineering

Name of the organisation your referee works for *

What is their address? *

Enter address here

Post/Zip code (if applicable)

Country *

Please Select --

Add another referee

Sponsors

This section is about the people who will be sponsoring your study in the UK. You need to answer all of the questions before you submit your application, but you can answer some of the questions now and come back later to complete this section if you need to.

About your sponsors

If you are funding yourself, please enter your own name.

What is the name of your sponsor? *

What is their address? *

Post/Zip code (if applicable)

Country *

What email address should we use if we need to contact your sponsor? *

Conditions

Are there any conditions attached to your sponsor's offer? *

☐ Yes ☐ No

Add another sponsor

Review progress

Save for later

- > You should details about who is funding your studies. If you are funding your own studies, enter your own name and contact information. If your parents are funding you, provide

theirs. If you are funded by an organisation (such as a research council, government or international scholarship agency) you will need to provide their details.

- > If there are conditions attached to your sponsor's offer you will need to provide details. Example of a condition of your offer could be that you are required to return overseas after completion of course, or the requirement to provide regular progress reports.
- > If you are waiting for a funding decision from a scholarship provider, include this and note the decision is pending.
- > If you have more than one financial sponsor, make sure you include them all in this section.

Once you have completed all sections of the form as required, you should expect to see this:

Signed in as visahelp@ed.ac.uk

[Your applications \(1\)](#) | [Your account](#) | [Sign out](#)

Apply for an ATAS certificate

! Your Application is ready to submit

Check all of the information you have provided is correct before submitting your application.

After an application has been submitted, it cannot be changed or revoked.

[Submit application](#)

What you need to know

- Takes around 1 hour to complete the form
- Sections can be completed in any order
- You can save your progress and continue at a later date
- If you are given an ATAS certificate it will only be valid for 6 months from the date issued

1	Proposed study	COMPLETE	Edit
2	Personal details	COMPLETE	Edit
3	Spouse	COMPLETE	Edit
4	Contact details	COMPLETE	Edit
5	Undergraduate / Postgraduate studies	COMPLETE	Edit
6	Other studies	COMPLETE	Edit
7	Published papers	COMPLETE	Edit
8	Employment history	COMPLETE	Edit
9	Referees	COMPLETE	Edit
10	Sponsors	COMPLETE	Edit

If you are confident that all sections have been completed correctly then you can submit your application by clicking on the green button at the top. Check your answers carefully before errors will delay the processing of your application and may result in you needing to apply for clearance again.

If the ATAS team need to contact you for further information then they will do so via email and ask you to log back into your account to provide further information in the relevant section.

