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 change by UKVI at any time. This document should be used as a guide only and for understanding the application process. It addresses any questions which are frequently asked by our students during the ATAS application process. Please note that the order of questions on the application form may be altered, or new ones added, by UKVI at any point. If you notice anything significantly different on the application form, which is not in this guide, please inform us.

This guide is for those students who need an Academic Technology Approval Scheme (ATAS) certificate for their course of study.

Please read through the information on our webpages on ATAS for information on when to apply, where to apply to and frequently asked questions.

If you need an ATAS certificate for your course you need the certificate to be granted before you start your course of study and before you make your visa application, if it is a student visa application.

- ATAS is a requirement for subjects that fall into one of the categories in the Immigration Rules Appendix ATAS.
- ATAS is needed for courses at Postgraduate Taught (Masters) and Postgraduate Research (PhD) level or RQF Level 7 and RQF Level 8

It is very important to answer all the questions honestly and accurately according to your situation and personal circumstances.

All students should make sure they have their dissertation / thesis title or research proposal title available to include in the ATAS application form.

All students will need a CAH3 code for the ATAS application form.

- New students will be sent this by Admissions with their offer letter and pre-registration information
- Continuing students should speak with their department or contact ISSAC for information

There is also some guidance and further information within the form to help you understand the questions.
Check if you need an ATAS certificate

You can check whether you need an ATAS certificate here: [Check if you need an ATAS certificate](https://www.gov.uk/academic-technology-approval-service.gov.uk)

CAH3 Code

Select the relevant code from the drop-down box. Please check your offer letter or ATAS summary sheet (new students) or ask your department (continuing students) for the right CAH code.

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

Select the “Taught / research student” and the select either “research” or “taught”

- Research – PhD
- Taught – Postgraduate Masters or Undergraduate
What is your country of nationality?

Select your nationality from the drop-down list. This is asking for your nationality, not where you are living.

Press the green “Check” button and you will be told whether you need an ATAS certificate. You will be invited to create an account, or sign in, to complete the application form*.

*Please note that if you are a national of Australia, Canada, Japan, New Zealand, Singapore, South Korea or the USA, the checking tool will advise you that you do not need an ATAS certificate. You will still be able to choose the ‘Sign In’ option and submit an ATAS application despite this.

Application Form & Registering an account

To apply for an ATAS certificate, you will need to visit Create an account (academic-technology-approval.service.gov.uk)

If this is the first time you are applying for an ATAS certificate, please create an account using your student or personal email address. If you already have an account, just sign in.
If you have already started an ATAS application, or have previously applied for an ATAS, it will show here but most students will need to click on the green “apply for an ATAS” button.

Apply for an ATAS certificate

This section asks whether you are a student or a researcher. Please select the “taught/research student” box first, then either taught (Masters) or research (PhD) depending on your level of study. Click “continue to checklist”.

Checklist

- Are you ready to apply for your UK Academic Technology Approval Scheme (ATAS) certificate? *
  - Click “Yes”
- Have you received a CAH3 code from your Higher Education Institute (HEI), or research institute? *
  - Click “Yes”

Important: If you click on “No” for either of these questions you will get an error like the one below and you won’t be able to continue with your application. Please make sure you have access to all of the information you’ll need before continuing.
When you have ticked “Yes” for both questions and you’re ready to continue click the “start application” button.

Checklist: What you need to know

The checklist shows each section of the application form that needs to be completed. You will not be able to submit your ATAS application until all the sections of the checklist show as ‘completed’.

Click “start” in section 1 for “proposed study”

Section 1: Proposed Study

- What university or Higher Education Institution will you be studying at?
  - Search for “University of Sheffield” in the drop-down box

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

University of Sheffield

Course

- What subject will you be studying? *
  - Write your subject title in this box. Your subject title will be on your offer letter or CAS statement

What subject will you be studying? *

PhD Molecular Biology

- When will your course start? *
  - **New students:** This is the start date of your course as shown on your offer letter or CAS statement
  - **Continuing students:** you must put a ‘date in the future’ as the system does not like dates in the past. There is room for your actual course start date later in this section of the form.
  - **Continuing students:** You should follow the guidance from FCDO and include the date you submit your ATAS extension application as the start date

When will your course start? *

03/10/2022

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

- When do you expect your course to end? *
  - This is the course end date shown on your offer letter
If you are a continuing student and are required to apply for a new ATAS following a change of status request, please ensure to enter the new course end date provided by the ISSAC team. Please also take a screenshot of the date entered as this may be required by the University.

When do you expect your course to end? *

26/06/2026
DD/MM/YYYY, eg 01/07/2016

- What is your CAH3 course code? *
  - Please check your offer letter (new students) or check with your department (continuing students) for this information.

  What is your CAH3 course code? *
  CAH03-01-08: molecular biology, biophysics and biochemistry

- What qualification will you be studying for? *
  - Choose your expected qualification from the drop-down box. This should match the qualification shown on your offer letter or CAS statement

- Supervisor name at UK University *
  - Taught students: Put the name for the Head of Department
  - PhD students: Put the name of your main supervisor

  Supervisor name at UK University *
  Dr P Smith

- What will you be studying?
  - You have 2000 characters available here to explain what you will be studying
  - Taught students: you need to include all your core and elective modules for the whole of the course. For taught undergraduate courses you only need to include the fourth-year modules.
  - Research students: you need to include the research summary from the ATAS sheet attached to your offer letter.

IMPORTANT: If you do not include all the relevant modules or the full research summary the application may be refused or, if granted, it may contain the wrong information which will affect your studies / registration at the University.
● Why do you want to study this?
  o This is where you put the reason (s) you have chosen to study this area of research.
  o Continuing students: if this ATAS is an extension to complete studies put your actual course start date in this box and that this application is being made to complete your studies..

● What are your goals when you complete your intended programme?
  o Put what your career intentions / aspirations in this box, i.e., what will you do when you have your degree?

● Joint programme details
  o If your course of study is a joint programme with another university, please tick ‘yes’. If the course is fully taught at Sheffield please tick ‘no’

  Joint programme details
  Is this a joint programme with another country? *
  ○ Yes  ○ No

IMPORTANT: The ATAS system often does not work properly if you use ‘special characters’ in the text boxes. Special characters include, but are not limited to, ", ; : %, &, *, <, >, (, ) You can use commas, apostrophes and full stops/periods. If the ATAS team ask you to make corrections to your form, and you cannot see what needs to be amended, please check for special characters in your text.

That is the end of Section 1 of the form. Click on the button to go to the next section.

Section 2: Personal Details

In this section you need to fill in your personal details. Please note: your given name and surname must exactly match the details in your passport.
Nationality

Fill in the nationality section. If you hold dual nationality you will need to declare your other nationality.

Nationality

What is your nationality? *

- Chinese

Do you have dual nationality? *

- Yes
- No

Admissions to UK Refusal

This section asks if you’ve ever been refused a UK visa or denied entry when you’ve travelled. You must answer this question.

- If you have never had a visa refusal or been denied entry, choose ‘no’.
- If you have been refused a UK visa before, or you’ve been denied entry, please choose ‘yes’ and provide additional information.

Admission to UK refusal

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

- Yes
- No

Military Service

You must answer this question. If you choose ‘yes’ you will need to give further information.

CBRN Training Details

You must answer this question. If you choose ‘yes’ you will need to give further information.

Government Research Details

You must answer this question. If you choose ‘yes’ you will need to give further information.

List of Languages, including competency level

You must answer this question.

- Put your native (home) language as the first choice and choose the level that you speak this language to.
If you speak more than one language, choose 'yes' for the 'add another language' question.
  o Choose your second language
  o Choose the **appropriate** competency level

We would advise that you SAVE your progress at the end of each section by selecting the “Save for later” button. This will take you back to the main checklist so you can enter the next section.

**Go to part 3 of 10**

**Section 3: Spouse**

You must answer this question.

Choose you marital status from the drop-down list:

If you are married or in a civil partnership you will be asked if your spouse/partner is coming to the UK with you.

  o If you select no you will move on to Section 4 of the form.
  o You will be asked for their details if you say that they are coming with you.
Save your progress and move on to the next section.

Section 4: Contact Details

You must answer these questions.

Email address

Put your main email address. You can also put an alternative one if you want to.

Postal address

- Put your postal, or correspondence, for the address that you live at, at the time of the application.

Telephone number

You should provide at least one telephone number, including the area code.
Save your progress and move on to the next section.

Section 5: Undergraduate / Postgraduate Studies

You must answer this question.

If you select 'no' you can save your progress and move on to Section 6.

If you select 'yes' you will be asked for the details of the university you studied at. If you have studied at more than one university in the UK you have the option to add another place of study.

Save your progress and move on to the next section.
**Section 6: Other Studies**

You must answer this question.

If you answer ‘no’ you can save your progress and move on to Section 7.

If you answer ‘yes’ you will need to provide details of the other place of study. If you have studied at more than one place you will be able to add another place of study later.

**Education provider**

This is the name and address of the place where you studied.

**Course details**

This is information about the course that you studied and a space for some basic information about the course content.

Save your progress and move on to the next section.
Section 7: Published Papers

Depending on your level of study and/or employment history, you may have written papers that have been published.

If you answer ‘no’ to this question you can save your progress and move on to Section 8.

If you answer ‘yes’ to this question you should provide details of any of your papers that have been published. If you have had more than one paper published there is the option to ‘add another paper’.

Save your progress and move on to the next section.

Section 8: Employment History

You need to answer this question.

If you have never been employed then select ‘no’, save your progress and move on to Section 9.

If you have been employed, either in the UK, your home country or elsewhere, then select ‘yes’ and answer the questions about your employment.

Save your progress and move on to the next section.
Section 9: Referees

You must answer this question.

Please read the guidance on referees carefully and make sure you give the right number of referees and that they meet the criteria:

- 2 referees
- They must both have known you for at least 3 years
- 1 must be an academic from your home country*
- You cannot use a friend or family member as a referee

* If you cannot get details of an academic referee from your home country, we suggest entering the details of 2 UK referees and then enter a third, non-academic, referee from your home country.

Select 'add another referee' to add the details for your second referee.

Save your progress and move on to the next section.

Section 10: Sponsors

You must answer this question.

This section is asking for the details of who is financially sponsoring, or paying for, your studies. You may be sponsored by:

- Yourself – you may be funding your own studies
- Your parents
- Your government
- Your employer
- A company
- Someone/somewhere else.

The next question asks if there are any conditions to the sponsorship. An example of a condition would be that you are sponsored by your employer on the condition that you return to your job when your studies are completed.

This is the last section of the application form. Clicking on either ‘save for later’ or ‘review progress’ will take you back to the main checklist.
All sections will show as ‘complete’.

IMPORTANT: If you want to check the answers you have given you need to click on the ‘edit’ button for the section you want to check. This is the last chance for you to check your application before submitting.

Once you have pressed the submit button you cannot edit anything on the form. If details are missing or incorrect you will need to complete and submit another form.

When you are ready to submit your application, click on the ‘submit application’ button.

If you are a continuing PhD student, i.e., this ATAS application is to complete your studies, please take a screenshot of the submission completed screen (under ‘your applications’), and send it, together with the course end date screenshot, to ISSAC.