**Guidance for Applicant: How to applying for your ATAS certificate**

Due to the nature of your research the Home Office require you to obtain an ATAS certificate before you apply for your visa to enter/remain in the UK. The application can take up to 10 working days (processing times will increase between April and September and can take 15 or more working days to complete). There is currently no charge to apply for an ATAS certificate.

If your ATAS application is successful, you will receive a certificate by email to the address that you used to register. Check the details on it are correct and match your research documentation from the university *NOTE: You should check your Junk folders regularly to ensure the email has not been filtered out.*

**How to complete the online application form**

The [online application](https://www.academic-technology-approval.service.gov.uk/) form has 10 sections, which should be completed in full, with as much detail as possible provided for each section. Everything provided on this form is used to assess your application. ATAS applications with incorrect information will lead to significant delays in certificate processing.

1. Where prompted with the question: “Are you a taught/research student or are you a researcher?”, you must enter ‘researcher’.
2. Proposed area of research:
* The CAH3 code and the research summary for your role are on the ATAS Recruitment Form (enclosed).
* In the ‘What will you be studying/researching?’ section of the ATAS application you must only use the university’s description from the ATAS Recruitment Form. You will be able to add to this description in the next box: ‘Personnel Statement of Intent’.
1. Further guidance on completing your application for the ATAS certificate can be found here: <https://www.gov.uk/guidance/academic-technology-approval-scheme#academic-researchers>

Notes:

* On the application form, where it requests: “What is the name of your sponsor?”, this is the body or organisation funding your research/contract.
* **For Skilled Worker and GAE (T5)**: Once you have received the ATAS certificate, if everything is correct, please send a scanned copy of your ATAS certificate or of the electronic approval notice received from the Foreign, Commonwealth and Development Office to HRSS@mdx.ac.uk so that your Certificate of Sponsorship (CoS) can be assigned.

*Note: contact the ATAS unit at ATAS@fcdo.gov.uk if there are any mistakes.*

* + Once you receive your CoS, you can apply for your visa; a copy of the ATAS certificate will have to be included with your visa application documentation.
* **Visitors** applying for a Standard or Academic visitor visa, do not need the ATAS certificate as part of the visa application, but you will require it before you commence any research in the UK. You will be required to present the certificate to the university who may request it before granting you access to research facilities.

**If you’re refused an ATAS certificate**

Without an ATAS certificate, you will not be granted permission to conduct research in the UK. However, applications for other courses and areas that do not require an ATAS certificate will be considered on an individual basis. If you think your application has been treated unfairly you can ask for a review.

**Contact the ATAS team**

Please write to ATAS@fcdo.gov.uk if you have a query about your application. They will not reply to any query on an application that is not at least 20 working days old.

The ATAS team usually works from Monday to Friday 9am to 5pm and aims to answer all queries within 5 working days, but this may not be possible during busy periods. You will not receive a response if the answer to your query is available on their website: [Guidance on how to apply for an ATAS certificate - GOV.UK](https://www.gov.uk/guidance/guidance-on-how-to-apply-for-an-atas-certificate).