

How to apply for an ATAS certificate

If you are a new Researcher, you will need to have an agreed research statement with your HEI or research institute. This should adequately reflect the research you will undertake throughout your entire stay in the United Kingdom.

How to complete the online application form

The online application form has ten sections, which should be completed in full, with as much detail as possible provided for each section. The application portal is the same for both researchers and students. Everything provided on this form is used to assess your application. ATAS applications with incorrect information will lead to significant certificate processing delays.

- **Proposed area of research:** You will be presented with a research statement from your hiring unit. This statement will advise you of the appropriate CAH3 code and give you the correct form of words for the '**What Will you be Studying/Research Statement**' box. Only use the university's description here. You will be able to add to this description in the next box 'Personnel Statement of Intent'.
- **Personal details:** Details from this section will be included in your ATAS certificate. Complete this carefully and in full, and review at least once before submitting. If you have served in the armed forces or trained in Chemical Biological Radiological Nuclear (CBRN) please provide details including courses undertaken, relevant roles and, if applicable, years of service. If you have undertaken government-funded research, include the funding agency and details of the project. Typos and transposed numbers are regular mistakes in this area and if the details provided do not match the details in your passport exactly, you will have trouble securing a visa.
- **Spouse:** Provide confirmation if you are married and planning to bring your spouse into the UK. If your spouse chooses to study or research an ATAS relevant subject while in the UK accompanying you, they will need to apply for their own ATAS certificate separately.
- **Contact details:** Make sure your contact details are accurate. The ATAS certificate will be sent to the preferred email address you enter in this section.
- **Undergraduate/Postgraduate studies:** Provide as much detail as you are able on all previous undergraduate and postgraduate studies you have undertaken.
- **Other studies:** Provide information any other studies you have undertaken and think may be relevant to your application.
- **Published papers:** Provide information on any academic or professional papers published, either on your own, or with co-publishers.
- **Employment history:** Provide as much detail as possible, of any jobs you have held. Jobs that relate to your proposed course of study or research area are particularly relevant.
- **Referees:** Provide the details of two referees, who have known you for a minimum of three years. At least one of the referees must be from the academic sector. If you have any work experience, a referee from your employment would also be useful. A referee

from your home country would be preferable, but it is not essential, if you have studied and/or worked in another country. **Family members are not acceptable.**