**ATAS assessment and information form**

**Background:**

Where the successful candidate/employee requires [permission to work in the UK](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/right-to-work/right-to-work-checks/) under the [Skilled Worker or Temporary Worker Government Authorised Exchange route](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/types-of-visas-and-how-to-apply/); **and**

* will be employed in a research, academic, engineering or technician role
* undertaking research activities at PhD level or above
* in one of the Academic Subjects/Fields of Research relevant to ATAS; and
* is not an ATAS exempt national,

**from 21 May 2021** they will be required to obtain a free of charge [ATAS certificate](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/) before the College can issue a Certificate of Sponsorship and they can apply for a visa to work in the UK.

There may also be other circumstances where an individual is required to apply for a new ATAS certificate before they can be allowed to start work, continue work or visit the College (e.g. some Visiting Researchers).

**The following questions must be completed by the employing/hiring/hosting department:**

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| **Employee / Candidate name:** |       |
| **CID:** |       |
| **ATAS Requirement assessment:**Please answer the questions below to assist us to determine if this individual requires an ATAS certificate.1. Is the individual an ATAS exempt national? – select from drop down list:

Choose an item.***If so, please skip questions 2 & 3 as ATAS clearance is not required for exempt nationals***1. *All Academic and Research roles will be expected to be undertaking research activities at PhD level or above.* **For Engineering-related and Technician roles only**, please confirm if the role will include an element of research at PhD level or above?

Choose an item.1. Is the field of research in a subject set out in the list of Academic Subjects/Fields of Research relevant to ATAS – select from \*drop down list below?

*Departments undertaking any research activities related to the listed subjects/fields* *will be expected to have all relevant staff meet the ATAS requirement.*Choose an item.***Where answers for 1, 2 & 3 indicate that ATAS is required:*** 1. Please provide a research statement, 6-7 lines in length, summarising the research activities the individual will undertake. The individual will need to submit this information when they apply for their ATAS certificate. [Examples of research statements](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/international-student-support/public/FCO-examples-of-ATAS-proposals.pdf) are available for reference.

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| **ATAS answers & research statement provided by:****Name:**      **Job title:**      **Date:**       |

**Once you have completed questions 1-4 please email this form to the above named employee/candidate, cc’ing the** **Staff Compliance Team**

**Further Information for employee/candidate:**

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| **Please note:** Where you and the role/activity require ATAS clearance, the College will be unable to assign a Certificate of Sponsorship *(Skilled Worker route - employees, Temporary Worker route – Sponsored Researchers)*, and/or allow you to start work *(Tier 4/Student Visa holders requiring a new ATAS check),* or visit the College *(Academic Visitors/Visiting Researchers)* until a satisfactory ATAS certificate has been received by the College. On receipt of this form from the hiring/hosting College department, and using the information on the addendum to your contract of employment/invitation letter/hosting agreement, please review the [ATAS guidance](https://www.imperial.ac.uk/human-resources/compliance-and-immigration/immigration/academic-technology-approval-scheme-atas/), processing timescales and certificate validity and submit your ATAS certificate [application](https://www.academic-technology-approval.service.gov.uk/) as soon as possible within the timescales stated.Once you have received your ATAS certificate please notify:**All Employees / New hires / Sponsored Researchers** – Staff Compliance Team**Academic Visitors / Visiting Researchers –** The department contact who sent this form to youOnce your ATAS certificate has been checked and any other requirements met, the appropriate team will contact you to confirm the next steps to progress your visa application/employment contract, or to confirm a start date for your visit.  |