Guidance for completing the ATAS application form

The details you enter in your application will appear on your certificate so ensure you have typed these correctly. You should ensure:

- Your course and research details are correct
- Your personal details match those on the passport you will be using when you start your course.

If your certificate is issued with incorrect information, it is not possible to get mistakes corrected. You would need to make a whole new application, so please check your application for mistakes before you submit it.

Starting the application and applying as a 'student'

To submit your application, go to the [ATAS application page](#) on the UK government website.

and create an account (or sign in, if you already have one). On the first page of the application form, it will ask: 'are you a taught / research student or are you a researcher?' Always select 'Taught/research student', not Researcher – the Researcher category is for academic staff, not students.

Completing the application form

Section 1 Proposed study	
What university or Higher Education Institution will you be studying at?	Imperial College London
What subject will you be studying?	Type the full course title as it appears on your offer letter (new students) or on your Student Record (continuing students). This should be your official course title, not the proposed title of your research project.
When will your course start?	New students: put the start date of your course as it appears on your offer letter. Continuing students: put the day after you are making the ATAS application
When do you expect your course to end?	New students: PhD – 4 years after your course start date MSc / MRes – 12 months after your course start date Undergraduate students: put the end of June of the year you are expecting to complete your degree depending on whether you are doing a 3, 4 or 5-year programme. Continuing students: Please use your formal course end date as detailed on your Student Record on My

	Imperial (or the new course end date you will expect to have).
What is your CAH3 course code?	New students: Refer to the UG Course page or PG Course page to find your course. Scroll down the page to the 'Entry Requirements' section and select the 'Academic Technology Approval Scheme (ATAS)' option from the list. Continuing students: If you are a taught student (undergraduate or postgraduate Masters) refer to the UG Course page or PG Course page to find your course. Scroll down the page to the 'Entry Requirements' section and select the 'Academic Technology Approval Scheme (ATAS)' option from the list. If you are on a PhD please check with your department or email international@imperial.ac.uk to request the CAH code for your course.
What qualification will you be studying for?	This refers to the type of course e.g. PhD, Masters by Research (MRes) Masters (MSc) Undergraduate Masters (MEng / MSci)
Supervisor name at UK University	If you are a taught student (undergraduate or postgraduate Masters) refer to the UG Course page or PG Course page to find your course. Scroll down the page to the 'Entry Requirements' section and select the 'Academic Technology Approval Scheme (ATAS)' option from the list and the supervisor details are given there. If you are a PhD student, please include the name of the lead supervisor for your project.
What will you be studying?	MSc students must enter the titles of all of the core modules and all of the optional modules which you might choose to study as part of the course. For details of the modules available on your course, please see the relevant PG Course page or contact your department. For MRes courses, please describe the nature and scope of your main research project and list any core modules. If you have not yet been assigned a research project, please give a course description provided by your department including any core modules and a list of topics for potential research projects. Research statements written in the first

	person (e.g., I, my) are not acceptable. Check the ATAS information on the [PG Course page](#) for more information.
	MEng and MSci students should also provide information about the modules offered on their course (in particular the final year elective & core modules). This information will be provided by the Undergraduate Admissions Tutor for relevant courses or see the relevant [UG Course page](#)
	PhD students:
	PhD students will need to enter a formal research statement which has been agreed with your supervisor in writing (by email is fine). There is a 2000-character limit in this section. Ensure the full statement of research is included before submitting your application. If you have a research project title, include this here too. Please see [FCO examples of proposed research](#) with examples of good and bad statements of proposed research.
	Research statements written in the first person (e.g., I, my) are not accepted.
	Incomplete or incorrect research statements are the main reason the ATAS Team may request additional information, delaying a decision on your application, so it is essential you read the guidance above carefully.
Why do you want to study this?	Please write a full statement about why you want to do the course
What are your goals when you complete your intended programme?	Please write a full statement about what your intentions are at the end of your course and what you intend to do with the knowledge you have gained during your degree
Joint programme details: Is this a joint programme with another country?	This will normally be 'no' for most applicants. If your course includes a year abroad, but your degree will only be awarded by Imperial College, then you should answer "No". If your course includes study in two different countries and will either be jointly awarded by Imperial College and another institution, or awarded solely by another institution, then you should answer "Yes".
Section 2 Personal Details	

Gender	This should match the information on your passport.
Passport number	This should be the passport that you will be using to apply for your student visa/travel to the UK.
What is your nationality	If you have dual nationality, decide which passport you will be using to enter the UK/apply for your visa and then select this as your first nationality, as this is the nationality that will appear on your certificate.
Section 4 Contact details	
Preferred/alternative email address	Ensure you enter these accurately. Otherwise, you may not receive your ATAS certificate or queries from the FCDO. Enter an alternative email address too, if possible. Ensure you check your junk mail regularly after submitting your ATAS application.
Section 5 Undergraduate/Postgraduate Studies	
Education history / When did your course end	This refers only to studies at university level, including any course you are currently studying. If you have not yet completed your course then you must provide your course details including the **expected completion date** (you can find this information on your My Imperial page) and the **expected qualification** eg Bachelors, Masters etc. You are not required to provide information about your high school education.
Section 9 Referees	
Details of 2 referees	You must have known your referees for at least 3 years. • At least one referee should be from the academic sector. • A referee from your home country would be preferable. However, if you have mainly studied and/or worked in another country, you may be able to use a referee from this country as long as you have known them for three years. • If you have work experience, you should include a referee from your employment. • Do not use friends or family as your referees. • Provide their full names – not initials.

	• If you are applying for ATAS to start or continue with an undergraduate Masters programme MEng / MSci), then you may use a high school teacher as a referee to meet the 3 year requirement
Section 10 Sponsors	
What is the name of your sponsor	This relates to your financial sponsor(s), not your visa sponsorship. If you are awaiting outcomes of funding applications, it is normally better to go ahead with your ATAS application and explain this, rather than delay your ATAS application, particularly if you expect to receive the funding outcomes late in the process. • If you are fully self-funding, enter your own details. • If you are funding your studies through a loan, enter your own details. • If a family member is funding you, enter their details. • If you are receiving funding from various sources, enter the details of each sponsor separately. • If you have applied for funding but have not yet received a decision, enter the details of the funding body and state that the application is pending. If you will be self-funding in the event that your funding application is unsuccessful, note this. • If you are receiving funding from Imperial and are unsure which address details to enter, use your Department's main address. If your funding is confirmed later in the admissions process, you should notify the FCDO. You may be asked to reapply if you have received funding that you didn't mention as pending in the application. You can send the updated details to ATAS@fcdo.gov.uk.
Are there any conditions attached to your sponsor's offer?	You will need to check the 'terms and conditions' of your funding offer and provide details here. An example of such a condition might be that you are required to return to your country of nationality or permanent residence after you complete your course.

After submitting your application:

You will receive a decision by email, and you can also check your account which will be updated when a decision is made. Your account will have the status 'submitted' whilst the application is pending and 'decided' once a decision has been made. Application decisions take a minimum of 6 weeks and can take much longer, so please be patient.

There is also the option to withdraw your application once submitted. You should only withdraw your application if you have made a mistake in your application that cannot be rectified by email and need to resubmit a correct application, or if you have withdrawn from the relevant course and no longer require the certificate. If you think you need to withdraw an application once submitted, please email international@imperial.ac.uk first to check.

Application decisions take a minimum of 6 weeks and can take much longer, so please be patient. Withdrawing and resubmitting an application will NOT speed up the process. Please also note:

- It is not possible to submit a duplicate application whilst one is already pending – the system prevents this.
- If an application is decided (either Granted or Refused) it is not possible to submit a fresh application for the same course for 90 days.