

## **Academic Technology Approval Scheme (ATAS)**

### **Do I need to apply for ATAS clearance?**

The requirement for you to get an ATAS certificate is determined by a code which represents your subject area called a Joint Academic Coding System (JACS) code. The JACS code indicates the type of subject that will be studied.

The JACS code for your course will be indicated on your conditional offer letter.

On the 6<sup>th</sup> April 2015 the UKVI regulations changed surrounding ATAS and the University of Salford is now required to ask students who have limited leave to remain in the UK for an ATAS certificate. This covers students who are outside of Tier 4 and also students who are classed other than full time overseas for fee paying purposes.

For example, you may be classed as a home student when it comes to paying your fees but if you hold a nationality outside of the EU/EAA and are studying on an ATAS related course, then you are required to apply for an ATAS.

If you wish to find further information about ATAS, or want to determine if your course(s) JACS code is covered by ATAS requirement, please refer to the gov.uk website at the link below:

<https://www.gov.uk/academic-technology-approval-scheme>

### **When should I apply for ATAS clearance?**

An ATAS clearance certificate is valid for six months from the date of issue by the Foreign & Commonwealth Office. You can apply for an ATAS certificate up to six months in advance of the beginning of their programme. For example:

- September 2016 intake:
  - if the programme begins on 19th September 2016, you should not apply for your ATAS clearance certificate until after 19th March 2016.
- November 2016 Intake:
  - if the programme begins on 1st November 2016, you should not apply for your ATAS clearance certificate until after 1st May 2016.
- January 2017 intake:
  - if the programme begins on 23th January 2017, you should not apply for your ATAS clearance certificate until after 23th July 2016.
- April 2017 intake:
  - if the programme begins on 1st April 2017, you should not apply for your ATAS clearance certificate until after 1st October 2016.
- July 2017 intake:
  - if the programme begins on 1st July 2017, you should not apply for your ATAS clearance certificate until after 1st January 2016.

We strongly recommend that you apply for clearance as soon as you are able to because processing times take approximately 20 working days (four weeks), and the FCO have confirmed that, during peak times, they often have a huge backlog and delays should be expected

In December 2013 the FCO closed for two and a half weeks forcing further delays for the January/February 2014 intake. We assume this happens every year and should be taken into account when applying for your ATAS.

**I have obtained ATAS clearance for a different course or University. What do I need to do?**

ATAS clearance is specific to the programme and institution. If you have changed course or university, then you must apply again for ATAS clearance.

Similarly, if you declared an incorrect JACS code in your application you must apply again for ATAS clearance.

**Can I have multiple ATAS applications with the FCO?**

You can submit numerous ATAS applications for different courses for different universities and for Salford all at the same time but each application would need to be made individually.

I applied for ATAS clearance too early/I deferred my start date. What do I need to do? If more than six months has passed between the date of ATAS issue by the Foreign and Commonwealth Office and the start of the course, you will need to make a fresh application for clearance.

**What if my ATAS application is refused?**

If you receive a notice stating your ATAS application has been refused, please forward the refusal email to [Salford-ATAS@salford.ac.uk](mailto:Salford-ATAS@salford.ac.uk). If you require advice please also contact Salford-ATAS@salford.ac.uk.

**I have lost my ATAS clearance certificate. What do I need to do?** The University receives copies of ATAS clearance certificates so, if you have lost your ATAS certificate, we would advise emailing [Salford-ATAS@salford.ac.uk](mailto:Salford-ATAS@salford.ac.uk).

**What if I change my area of research or course?**

If your scope or direction of research or course is likely to change to one still affected by the requirement to have an ATAS certificate, then you should not register on the new course or start the new area of research until a new ATAS certificate has been applied for and has been successful.

If you are switching from a course which does not require ATAS clearance to one that does (e.g. switching from BEng to MEng), you must obtain an ATAS certificate before you transfer to that new course.

### **How much does an ATAS cost?**

An ATAS application is free and does not cost you or the University anything.

### **When am I required to apply for a new ATAS certificate?**

An ATAS Clearance Certificate is issued for a specific course with a named provider and remains valid as long as the provider and/or course details, including the length of the course, do not change. You must apply for a new ATAS Clearance Certificate in any of the following circumstances:

- the course (or research) completion date is postponed for a period of more than three calendar months;
- there are any changes to the course content (or research proposal). If you are studying a PhD course, this includes changes other than minor changes to the areas of research or to the use of any new research technique;
- you apply for an extension of leave in order to continue on your course;
- you wish to start a new course that requires ATAS clearance;
- you move to another institution; or
- your visa was issued on or after 30 November 2007, and you need further permission to stay for writing up a thesis.

### **Will I need a new ATAS if I extend my visa for further study?**

If the course [requires ATAS](#) and you need to extend your visa to continue with studies, you will need to apply for a new ATAS certificate.

### **Doctoral Extension Scheme**

You do not need to hold or apply for an ATAS Clearance Certificate to cover your time spent on the Doctorate Extension Scheme. If, however, you are currently studying a course (or period of research) that requires an ATAS Clearance Certificate, and the course end date given on the CAS is postponed for a period of more than three calendar months (or any other changes outlined in the '[Courses that require an Academic Technology Approval Scheme \(ATAS\) Clearance Certificate](#)' section of this guidance apply), you must apply for a new ATAS Clearance Certificate to cover the rest of your time on that course.

### **What happens if I arrive to check-in without an ATAS?**

You are asked to bring all original documents to your check-in appointment for verification. If, for any reason, you are unable to bring a copy with you, you will be asked to re-book an appointment and you will not be allowed to progress in the registration process.

If you do not have an ATAS at the point of registration you will not be allowed to progress until the ATAS certificate has been granted. This should have been a condition of your initial offer from the Marketing & Student Recruitment team but you can check if you require an ATAS [here](#).

**I have any further questions – what do I do?**

If you have any further questions or would like clarification on any point made above please contact the ATAS team:

E-mail: - [Salford-ATAS@salford.ac.uk](mailto:Salford-ATAS@salford.ac.uk)

Phone: - 0161 295 0023

Alternatively, you can visit us at askUS where you can make an appointment to see a member of the team.