

The Academic Technology Approval Scheme (ATAS): Application guide

To begin with:

- read the information about ATAS in your offer letter. You must use the research statement or list of modules provided in it for your ATAS application
- Select the CAH3 code provided on your offer letter
- For the question:
"Are you a taught/research student or are you a researcher?"
You MUST select 'taught / research student'
DO NOT select Researcher- as this is only for employees taking up a paid research position
- Use this Gov.UK guidance: [Academic Technology Approval Scheme \(ATAS\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/academic-technology-approval-scheme-atas) and [Students: additional application form guidance](#)
- [Start the application form here](#)

The application is in 10 sections and can take an hour to complete, you can start and save it as you go along. Here are some tips for individual sections:

Section 1: Proposed Research

What institution will you be researching at:

University of Plymouth

Department

Doctoral College

Proposed Research Area

Please enter the programme title from your CAS.

When will you start?

You will need to use the same start and end dates as on your CAS for your ATAS application. If your CAS has not been issued yet check these dates with your department/college.

Research or Project Lead

Use your supervisor's name

What is your CAH3 code?

You must use the CAH3 code from your offer letter or check with your department. The CAH3 code and description is always set by the programme title and cannot be changed, if your research is multi-disciplinary it may not match your programme title exactly. It is not possible for a student or supervisor to decide that a programme or research area does not need ATAS.

Personal Statement of Intent

This is not a description of what you will be researching, but rather why. We suggest including information on why you want to specialise (or are already specialising) in the particular field/area of research, how you think the job/visit will benefit you and what you hope to achieve.

You should also include:

- the type of visa you are applying for;
- your job/visitor title;
- any previous contact or collaboration you have had with the University, and/or any work/visits you have undertaken at the University before.

Response limited to 2000 characters including spaces.

Research Statement

This should be taken from your offer. Please do not change it in any way.

Plans after completion of Research

Say whether you plan to stay in the UK or not, and how you intend to use your completed research. Response limited to 2000 characters including spaces.

Section 2: Personal details

Please make sure your entries match the details from the passport you will be using for your visa application. This must also be the passport listed on your CAS.

Section 3: Spouse

This section asks about your marital status and whether your spouse/partner will be coming to the UK with you and asks you to provide their personal details.

Section 4: Contact details

Use your contact details as they are at the time you submit your ATAS application, not for example the contact details you will have after you have started your course, unless you are a continuing student.

Section 5: Undergraduate / Postgraduate studies

This section asks about your previous studies, and you should make sure you provide a full description in the 'what you studied' section. Be careful to complete the dates correctly.

Section 6: Other studies

Complete this section carefully about any other studies not listed in section 5.

Section 7: Published papers

Provide details of any academic or professional papers you have published

Section 8: Employment history

Include any paid work you have done and any long-term voluntary or unpaid work since you left school. You do not need to include temporary jobs you have done during university vacations. If you have been employed but there are any long gaps when you were neither employed or in education, use this section of the form to explain what you were doing in this period, for example full-time parenting, or unemployed.

Section 9: Referees

- You must have known your referees for at least 3 years. You need to give details of at least two referees and at least one of them should ideally be an academic from your country of origin. However, the ATAS guidance says: "A referee from your home country is not essential if you have studied and/or worked in another country." If this is the case, we suggest you make this clear in the second referee section by typing this in the address box in the first line: "I have not studied in my home country since (ENTER YEAR) so I am unable to supply a referee from my home country" then type the address of the referee. Including this explanation will help avoid your application being queried or delayed because you do not have a referee from your home country. If you have already been studying in the UK for at least 3 years, you can use referees from the UK. Family members are not accepted as referees.

Section 10: Sponsors

This section is about **financial** sponsorship so you will be entering the details of any scholarship or student funding award you will be receiving here. If you are waiting for a funding decision, include this and note the decision is pending. If you are going to be self-funded, include your name and address in the relevant boxes.