

Guidance on how to complete the ATAS application form

IMPORTANT: YOU MUST READ THE BELOW INTRODUCTION BEFORE YOU START YOUR ATAS APPLICATION

Please follow the instructions below for your type of study. It is important that you contact your University if you do not know your exact course-type; **this is particularly important for Masters courses.**

Doctorate (PhD) OR Masters by RESEARCH (MRes, MPhil, etc.)

You MUST have an official letter from your University showing your JACS Code, course title and personal details (name, student number, etc.) This letter should also include a summary of your proposed research area. This summary should be five or six sentences in length and written by your supervisor (or equivalent University official.) This summary should not be simplified. The exact summary text should then be entered when you fill in the "*Thesis/Area of Research OR Course Modules*" box on the ATAS Application form "*Proposed Study*" Area.

If you do not have a letter showing the correct information, please contact your University to request it. DO NOT start your ATAS Application until you are in possession of this. The data you enter on your ATAS Application must match exactly the data in this letter.

TAUGHT Masters

You MUST have an official letter from your University showing your JACS Code, course title and personal details (name, student number, etc.)

You should also have a list of optional modules from your University. The list does not have to be on your offer letter. You should indicate which of these optional modules you plan to study in the "*Thesis/Area of Research OR Course Modules*" box in the ATAS Application form "*Proposed Study*" Area. Entering this does not commit you to studying these modules, we only want an indication of what you plan to study. We realise this may change.

If your course does not have optional modules, please list your core modules. Modules should be listed with semi-colons separating them, in the following format:

If you do not have a letter showing the correct information or list of optional modules, please contact your University to request it. DO NOT start your ATAS Application until you are in possession of these. The data you enter on your ATAS Application must match exactly the data in your official letter.

AREA 1 OF 5 – APPLICANT DETAILS

Title Mr, Mrs, Ms, Miss, Dr, Sir, etc.

First name(s) The names you were given at birth, but not your family / surname. They must be the same as recorded in your passport.

Family name(s) Also known as surname / last name. This must be as recorded in your passport.

Gender This should be your gender / sex at the time of application.

Date of Birth This should match the date shown in your passport in dd/mm/yyyy format. For example 31/10/1984.

Country of Residence The country in which you live at the time of application. Please choose from the drop-down menu.

Place of birth The village/town/city in which you were born.

Country of Birth Please choose from the drop-down menu the country in which you were born. This is not necessarily the same country as that of your nationality.

First Nationality This is automatically completed from your registration page. If this is wrong you will need to withdraw your application and start the registration process again.

Do you have dual nationality? If yes please enter details in the box provided.

Dual Nationality If dual nationality is held please record your second nationality here.

Passport Number Enter exactly as shown in your passport.

Date of Issue In dd/mm/yyyy format as recorded in your passport.

Date of Expiry In dd/mm/yyyy format as recorded in your passport.

Address This is the address where you currently live rather than your family home. You must include your full residential address details including house/flat/apartment number.

Town/City This is the Town, City or Village in which you live.

County/State The County/State or Province in which you live.

Post Code/Zip Enter your postal or zip code of your place of residence.

Country The Country in which you live. Please use the drop-down menu.

Time At This Address Please enter the length of time you have lived at your given residence in years and months. For example 3 years 10 months.

Email Address Your e-mail address will be entered here. All ATAS related correspondence will be sent to this address. This is recorded at the time of registration and can not be edited.

Alternative Email Address A secondary e-mail address. We will only use this in cases where the first e-mail address does not work.

Home Telephone Number You must include your full home fixed telephone number including area/city and country codes. This is not your mobile/cellular phone number. If you have no home telephone number please enter 'none' and provide a mobile/cellular number in the following question. You must provide at least one telephone number on which you can be contacted.

Mobile/Cell Telephone Number This is your mobile/cellular telephone number, including country code.

Work Telephone Number (if applicable) Provide your work telephone number, including country code, if applicable.

Marital Status Please choose from the drop-down menu the option which best describes your status at the time of your application.

Will your Spouse/Partner be accompanying you? Will your spouse/partner be coming with you to the UK?

Have you applied for ATAS Clearance before? Have you previously submitted an ATAS Application? If yes, please give details in the space provided.

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Area 1 of 5 – Sub-section 1 – Spouse/Partner Details

Title Please choose from the drop-down menu.

Gender This should be your partner's/spouse's gender/sex at the time of the application.

First name(s) The names your partner/spouse was given at birth, but not their family / surname. This must be the same as recorded in their passport.

Family name Also known as surname / last name. This must be as recorded in your spouse's/partner's passport.

Date of Birth This should be as recorded the passport of your spouse/partner in dd/mm/yyyy format. For example 31/10/1984.

Country of Residence The country in which your partner/spouse lives at the time of application. Please choose from the drop-down menu.

Country of Birth Please choose from the drop-down menu the country in which your spouse/partner was born. This is not necessarily the same country as that of their nationality.

Place of Birth The village/town/city in which your partner/spouse was born.

First Nationality This must correspond with the authority that issued their travel document / passport. If your spouse/partner holds dual nationality you should select the issuing country of the passport/travel document they wish to travel with.

Does this Spouse or Partner have dual nationality? If yes please enter details in the box provided.

Second Nationality If dual nationality is held please record your spouse/partner's second nationality here.

Does this Spouse or Partner intend to do postgraduate study in the UK that would be included under the ATAS scheme? Please indicate whether your spouse or partner intends to study at postgraduate level in the UK. A list of subject areas covered by ATAS can be found at www.fco.gov.uk/atas.

Has this Spouse/Partner submitted his/her own application? Please choose yes or no. If an application is needed but has not yet been submitted please select no.

Application Number If your spouse/partner has submitted an ATAS application please indicate the ATAS Applicant ID here.

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Area 1 of 5 – Sub-section 2 – Previously Submitted ATAS Application Details

If you have previously submitted an ATAS Application please enter the details here.

Date Application Submitted This should be the date you submitted your ATAS Application for processing in dd/mm/yyyy format. i.e. 31/10/2007

Decision Please indicate the outcome of your previous ATAS Application.

ATAS Applicant ID This should be the reference number given to you for your previous ATAS Application.

Has anything changed since your last application? Please inform us of any important change in your circumstances. For example please tell us if your area of research or University applied to is different.

AREA 2 OF 5 – EDUCATION HISTORY

Previous University Studies

University Name This should be the full name of your previous University or Higher Education Institution.

University Address Please give the full address of your previous University/HEI, including Town/City, County/ State/ Province and Postal or Zip Code.

University Country Please chose from the drop-down menu the country in which your previous University/HEI was situated.

Date From The date (month) you started your previous University studies. Please chose from the drop-down menu, in mm/yyyy format, i.e. 10/1998.

Date To The date (month) you completed your previous University studies. Please chose from the drop-down menu, in mm/yyyy format, i.e. 06/2001

Course/Thesis Title Please enter the full title of your course or thesis as given to you by your University or HEI. Please include the qualification, e.g. MSc Physics.

Department/Faculty Enter the department in which you studied at your previous University.

Qualification Please choose from the drop-down menu the qualification you gained from your previous studies.

Brief Description of the subjects covered: Enter a brief description of the main subjects covered in your previous studies. Please restrict your answer to under 1000 characters.

Other Studies

Education Provider's Name This should be the full name of your previous education provider (University/HEI/ College)

Provider's Address Please give the full address of your previous education provider including Town/City, County/State /Province and Postal or Zip Code.

Provider Country Please choose from the drop-down menu the country in which your previous education provider was situated.

Date From The date (month) you started your previous studies. Please chose from the drop-down menu, in mm/yyyy format, i.e. 10/1993.

Date To The date (month) you completed your previous studies. Please chose from the drop-down menu, in mm/yyyy format, e.g. 11/2005.

Course Subject Please enter the full title of your

Qualification Enter the qualification you were awarded on successful completion of your course/study.

Please give a brief description of the subjects covered: Enter a brief description of the main subjects covered in your previous studies. Please restrict your answer to under 1000 characters.

Published Papers

Published Paper Title Enter the full title of the paper published.

Year of Publication Please enter the year of publication for your paper selecting from the drop-down menu.

Subject Area Please enter the general subject area of your paper.

Brief Overview of Paper Please enter a brief summary of the subject(s) covered in your paper. This can be as technical as needed, please do not 'dumb-down' this summary. Maximum 1000 characters.

AREA 3 OF 5 – EMPLOYMENT DETAILS

Employer Name Please enter the name of the organisation by which you were/are employed. Please enter the full name and do not use any acronyms or abbreviations.

Position Held Please state your position/job in the organisation.

Date From This should be recorded in dd/mm/yyyy format. For example 31/10/2003.

Date To This should be recorded in dd/mm/yyyy format. For example 31/10/1984. Please leave blank if you are still currently employed by this organisation.

Nature of Employer's Business Describe the main work carried out by your employers.

Employer's Address Please give the full address of the employer's organisation including Town/City, County/State /Province and Postal or Zip Code.

Country Please chose from the drop-down menu the country in which your education provider is situated.

AREA 4 OF 5 – PROPOSED STUDY*

*You should provide details here of your current study if you are partway through a course.

UK University/Higher Education Institution Name Please enter the full name of the UK University/HEI at which you plan to study. You should have an offer letter from this University.

University Application Reference Number If the University that you attend/for which you have applied has given you an application number or student number, please enter the full number here.

University/HEI Address Please give the full address of the education provider that you will attend including Town/City, County/State /Province and Postal or Zip Code.

University Country Please chose from the drop-down menu the country in which your education provider is situated.

Anticipated Start Date/Date Started Please give the month on which you will start/did start your proposed/current studies. Enter this from the drop-down menu in mm/yyyy format, e.g. 07/2007.

Course Subject Please enter the full title of the course you wish to study. This should include the type of qualification you expect to receive on completing your study. E.g. PhD Electronic and Electrical Engineering.

Course Length Enter the time in years you expect your course to last. E.g. 3 years.

Thesis/Area of Research OR Course modules if doing a taught masters.

FOR COURSES BY RESEARCH: Please enter the research proposal/thesis shown on your offer letter/student status letter from your University. This should be around 6 or 7 sentences in length and summarise the research you plan to do. If your offer/student status letter does not have sufficient information, please contact your University to request a new document. It is very important that the information entered in this field matches the information shown on your offer /student status letter. Your visa could be refused if this is not the case.

FOR TAUGHT MASTERS COURSES: Please enter the titles of the optional modules you would like to study. A list of optional modules can be obtained from your University. Entering modules here does not mean that you are then obliged to study them. We understand when you start your study that you may decide to choose different modules.

Full JACS Code (if available) Please enter your full JACS Code if available. Your University should supply this. For example A240.

Exit Qualification Please select from the drop-down list the qualification you expect to receive from your University on graduation. This should be the qualification shown on your University letter.

JACS Code This JACS Code was selected on the initial registration page. If this is incorrect your application will be invalid. Please do not proceed if you have entered an incorrect JACS Code. If this is the case you should start a new application with the correct JACS Code.

Personal Statement Please enter a summary of why you are interested in your chosen field of study and your aims in your future career. This should be around 6 or 7 sentences in length

Is this a joint programme with another country? If yes please give details. Please indicate if your course is jointly hosted by a University/HEI in a country other than the United Kingdom.

Area 4 of 5 – Sub-section 1 – Referees

Your referees should be people whom you know in a professional or academic capacity. **You should have known a referee for a minimum of 3 years.** You should not enter family or friends as referees. We will not contact your referee without your permission.

Referee's Title Please select the title of your referee from the drop-down list, e.g. Mrs.

Referee's Full Name Please give the full name of your referee, including surname/family name and all first names.

Years known? Please enter the estimated time you have known the given referee in years and months. For example 4 years 9 months.

Referee's Telephone No. (including international code) Please enter the full telephone number for your referee including the international code and any area code.

Referee's Email Address Enter your referees e-mail address here. This should be their main address that is checked regularly.

Organisation Represented by Referee Please enter the full name and do not use any acronyms or abbreviations.

Referee's Position in Organisation Enter the referee's position/job at this organisation. Please use full job title.

Nature of Organisation's business

This should make clear the organisation's business/services provided.

Organisation Address Please give the full address of the referee's organisation including Town/City, County/State /Province and Postal or Zip Code.

Organisation Country Please choose from the drop-down menu the country in which your referee's organisation is situated.

Area 5 of 5 – Financial Sponsors

Organisation/Scholarship Name Please state the name of the organisation that is providing your scholarship and the full scholarship name. Please select the checkbox if you are funding your own studies.

Email Address Enter the e-mail address of your contact at the organisation providing your scholarship.

Organisation Address Please give the full address of the referee's organisation including Town/City, County/State /Province and Postal or Zip Code.

Organisation Country Please choose from the drop-down menu the country in which your referee's organisation is situated.

Are there any conditions attached to this offer? Please let us know if your funding is dependant on you meeting any requirements, such as achieving a certain qualification or returning to an organisation to work after your studies.