**RVC Application Form for ATAS**

 This form should be completed in conjunction with the ATAS Policy and Process

This form should be used to support **staff/visitor** applications for an ATAS certificate.

Note: PhD/students applications are managed by the graduate school when the individual applies for the PhD

The staff member/visitor:

1. Can be anyone whose work involves an element of research at PhD level or above; and
2. Be coming to the UK/extending their permission if already in the UK under the Skilled Worker, Temporary Worker GAE or Visitor immigration routes; and
3. Will be carrying out research in a relevant field (see policy)

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| **Key Information** |
| [ ]  Staff/ [ ]  Visitor  | Full Name |  |
| Department or Graduate School |  |
| Line Manager/ Supervisor Name |  | Head of Department |  |
| Principal Investigator |  |
| Predicted RVC *Start* Date |  | CAH3 Code (See ATAS Policy appendix for suitable codes) |  |
| Role/Position/ Job Title |  |

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| **Research Details**To be completed by the line Manager/PI/Supervisor responsible for the role |
| **Subject /Main Area of Research:** |  |
| **Summary statement of Research** (maximum 2000 characters including spaces. Text area will expand if required.  |
| **Research details completed by** |
| **Name** |  | **Job Title** |  | **Date** |  |

**Important: If granted, the ATAS certificate will only be valid for the research detailed above at the RVC. Before an individual changes their research area, or if they need a new Skilled Worker/Temporary Worker GAE Visitor visa, they must obtain a new ATAS certificate.**

**Once completed – please forward this form to the Head of Graduate School for checking and ATAS code approval.**

**Research Statement and CAH3 Code Assessment**

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| --- | --- | --- | --- | --- | --- |
| Research Statement Reviewed | [ ]  | CAH3 code checked | [ ]  | Code Amended to (if Required) |  |
| Head of Graduate School Approval |  | Date |  |

* + Form to be returned to the Line Manager/PI/Supervisor as above who will forward form to relevant staff/visitor/student (+ copy relevant [Visa Support Team](https://intranet.rvc.ac.uk/professional-services/human-resources/documents/GuidelinesforVisaTypesandRVCSupport.pdf)) so they can complete the online ATAS Form.

**Notes for Line Manager/PI/Supervisor**

* Once the verified form is received back from the Head of Graduate School, please send the completed document to the staff member/visitor by email. They will need to copy and paste the research statement into their ATAS application, so a digital signature is preferred to a scanned signed PDF.
* CAH3 codes: Please choose an appropriate code, as outlined in the Appendix of the ATAS policy
* Subject/area of research Summary statement of research: Please give a summary (no more than 2000 characters including spaces) of the staff member/visitor’s /student’s area of research. The summary should be written in the third person; the FCDO may refuse first person summaries.
	+ For employees, please ensure this matches the description of their role as per the job description. This should include information on the scope and application of the research, and the experimental tests and methods/techniques which might be used. Include complex technical details where appropriate.
	+ For visitors, this should cover all research they will undertake during their visit, including information on the scope and application of the research, and the experimental tests and methods/techniques which might be used. Include complex technical details where appropriate.
* The statement must be provided by the University, not the individual, as it is the University’s description of the research.
* **Skilled Worker and – Government Authorised Exchange Visas** : we are unable to assign a Certificate of Sponsorship until the staff member/visitor can provide proof they have submitted an ATAS application.
* **Visitors**: The ATAS certificate must be provided before the engagement can begin. If a visitor cannot provide an ATAS certificate when required, they will not be allowed to undertake any research.

**Notes for staff members/visitors**

* Apply for an ATAS certificate: [here.](https://www.gov.uk/guidance/guidance-on-how-to-apply-for-an-atas-certificate)
* Please copy and paste the research summary directly into the ‘What will you be studying/researching?’ section of the ATAS application form.
* Further guidance on how to apply for an ATAS certificate can be found online: [here.](https://www.gov.uk/guidance/guidance-on-how-to-apply-for-an-atas-certificate)
* The application can take up to 4-6 weeks (or longer if the Government ATAS Team are experiencing delays (check the website) so please make sure you apply in plenty of time, particularly if you are extending your existing permission to stay in the UK.
* **Skilled Worker and Government Authorised Exchange Visas**: You cannot submit your visa application until you have received your ATAS certificate.
* **Standard/Academic Visitors**: you do not need an ATAS certificate as part of your non sponsored visitor visa application, but you will require it before you commence any research in the UK. You must provide the ATAS certificate to your department before your engagement begins. If you do not, you will not be allowed to undertake any research.