ATAS Process Guidance - Skilled Worker Route

Please note: that the timeframes provided are normal expected turnaround times but may vary dependent upon the complexities of the individual's circumstances, immigration rules and team workloads.

Key:	RH – Recruitment Hub	RTW – Right to Work
	SH – Staff Hub	ATAS – Academic Technology Approval Scheme
	SCT – Staff Compliance Team	FCDO – Foreign, Commonwealth and Development Office
	CWT – Casual Worker Team	SWR - Skilled Worker Route

Recruitment

Timeframe	Action by	Action required
x working days	Dept	☐ Email completed Request hire email – including responses to ATAS questions so that if visa required for successful candidate, can identify if ATAS clearance required **and** any necessary supporting documents - to RH; **or** ☐ Email completed Short term contract request form – including responses to ATAS questions so that if visa required for successful candidate, can identify if ATAS clearance required **and** any necessary supporting documents - to SH
x working days	RH/SH	☐ Email completed RTW review document – including responses to ATAS questions – to SCT
5 working days	SCT	☐ Email RTW advice to RH/SH – including ATAS requirement if SWR
x working days	RH/SH	☐ Issue contract – including appropriate RTW paras
5 working days	SCT	☐ Issue Addendum – including ATAS requirement if SWR
10-15 working days	Individual	☐ Submits ATAS application to FCDO (if required), **and** provides evidence to SCT FCDO provide confirmation of ATAS application outcome to individual and SCT
5 working days	SCT	☐ Issue CoS (indicating if ATAS required or exempt) - once evidence of SWR eligibility, including ATAS clearance, confirmed fully
3 weeks out of country/ 8 weeks in country (Priority options may be available subject to cost/eligibility)	Individual	☐ Submits visa application, including ATAS certificate, to UKVI, **and** provides evidence to SCT ☐ Once visa granted, provides evidence to SCT
Before work start date	SCT	☐ Carry out RTW check once individual has entered the UK
	Individual	☐ Starts work following satisfactory RTW check

Please note:
- Where ATAS clearance is required, SCT cannot issue a CoS until evidence of application outcome is provided.
- Where ATAS clearance is refused, SCT will notify the dept/RH/SH/research senior security that the individual's employment cannot proceed.
- The individual can request a review of the FCDO's decision however, at present, the ATAS process does not allow the College as an entity to appeal the FCDO's decision. Therefore, SCT do not expect to have any involvement in making representations to the FCDO if an individual's ATAS application is rejected.

Contract Extensions

Timeframe	Action by	Action required
x working days	Dept	☐ Complete Contract Change form in HR Portal – indicating if individual holds SW/TW visa
5 working days	SCT	☐ Review and approve/reject form – including flagging ATAS requirement if SWR
x working days	SH	☐ Issue contract extension/change – including appropriate RTW paras
		If visa renewal required this will be picked up in line with **Visa expiries/renewals** below

Contract Changes

Timeframe	Action by	Action required
x working days	Dept	☐ Complete Contract Change form in HR Portal – indicating if individual holds SW/TW visa
5 working days	SCT	☐ Review and approve/reject form – including ATAS assessment form if SWR
x working days	Dept	☐ Complete ATAS assessment form and email to individual cc SCT
x working days	SH	☐ Issue contract change – including appropriate RTW paras
10-15 working days	Individual	☐ Submits ATAS application to FCDO (if required), **and** provides evidence to SCT FCDO provide confirmation of ATAS application outcome to individual and SCT
5 working days	SCT	☐ Issue CoS (indicating if ATAS required or exempt) - once evidence of SWR eligibility, including ATAS clearance, confirmed fully
8 weeks in country	Individual	☐ Submits visa application, including ATAS certificate, to UKVI **and** provides evidence to SCT ☐ Once visa granted, provides evidence to SCT
Before new/changed work start date	SCT	☐ Carry out RTW check
	Individual	☐ Starts new/changed work following satisfactory RTW check

Visa expiries/renewals

Timeframe	Action by	Action required
At 4 months, 2 months & 2 weeks before visa expiry	SCT	☐ Email individual cc dept to advise action required to renew visa before current expiry date – including ATAS assessment form if SWR
x working days	Dept	☐ Complete ATAS assessment form and email to individual cc SCT
10-15 working days	Individual	☐ Submits ATAS application to FCDO (if required), **and** provides evidence to SCT FCDO provide confirmation of ATAS application outcome to individual and SCT ☐ If ATAS outcome not received 1 week before current visa expiry date, notify SCT
5 working days	SCT	☐ Issue CoS (indicating if ATAS required or exempt) - once evidence of SWR eligibility, including ATAS clearance, confirmed fully
8 weeks in country	Individual	☐ Submits visa application, including ATAS certificate, to UKVI **and** provides evidence to SCT ☐ If ATAS outcome not received 1 week before current visa expiry date, submit letter with visa application advising made ATAS application and will provide when received ☐ Can continue work pending outcome of visa application ☐ Once visa granted, provides evidence to SCT
Once evidence provided	SCT	☐ Carry out follow up RTW check in-line with RTW follow up check process

Please note:
- Where ATAS clearance is required, SCT cannot issue a CoS until evidence of application outcome/submission is provided.
- If an existing member of staff does not provide evidence of application submission 2 weeks before their current visa expiry date:
  - It may not be possible to issue a CoS to extend their visa in country.
  - SCT will notify the dept/ Strategic HR Partner/SH that the individual's employment cannot continue and that they need to be suspended from their current visa expiry date and access to College premises, IT network, etc withdrawn pending formal confirmation of termination of employment.
  - In this situation it is likely that the individual would need to leave the UK and make an out of country visa application in order to be re-employed.
- If an existing member of staff's ATAS clearance is refused:
  - SCT will notify the dept/Strategic HR Partner/SH/research senior security that the individual's employment cannot continue and that they need to be suspended from their current visa expiry date and access to College premises, IT network, etc withdrawn pending formal confirmation of termination of employment.
  - The individual can request a review of the FCDO's decision however, at present, the ATAS process does not allow the College as an entity to appeal the FCDO's decision. Therefore, SCT do not expect to have any involvement in making representations to the FCDO if an individual's ATAS application is rejected.
  - Where the individual provides evidence that they have requested a review, they would remain suspended pending the outcome of the FCDO's review.

ATAS Process Guidance - Sponsored Researcher visas

Please note: that the timeframes provided are normal expected turnaround times but may vary dependent upon the complexities of the individual's circumstances, immigration rules and team workloads.

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Initial hosting agreement

Timeframe	Action by	Action required
	Dept	☐ Email completed Sponsored Researcher Certificate of Sponsorship application form – including responses to ATAS questions so can identify if ATAS clearance required **and** any necessary supporting documents - to SCT
5 working days	SCT	☐ Issue Addendum – including ATAS requirement
10-15 working days	Individual	☐ Submits ATAS application to FCDO (if required), **and** provides evidence to SCT FCDO provide confirmation of ATAS application outcome to individual and SCT
5 working days	SCT	☐ Issue CoS (indicating if ATAS required or exempt) & SR invitation letter - once evidence of SWR eligibility, including ATAS clearance, confirmed fully
3 weeks out of country/ 8 weeks in country (Priority options may be available subject to cost/eligibility)	Individual	☐ Submits visa application, including ATAS certificate, to UKVI **and** provides evidence to SCT ☐ Once visa granted, provides evidence to SCT
Before work start date	SCT	☐ Carry out RTW check once individual has entered the UK
	Individual	☐ Starts work

Please note:
- Where ATAS clearance is required, SCT cannot issue a CoS until evidence of application outcome is provided.
- Where ATAS clearance is refused, SCT will notify the dept/ Strategic HR Partner that the individual's hosting agreement cannot proceed.
- The individual can request a review of the FCDO's decision however, at present, the ATAS process does not allow the College as an entity to appeal the FCDO's decision. Therefore, SCT do not expect to have any involvement in making representations to the FCDO if an individual's ATAS application is rejected.

Visa expiries/renewals

Timeframe	Action by	Action required
At 2 months, 1 month before visa expiry	SCT	☐ Email individual cc dept to advise action required to renew visa before current expiry date – including ATAS assessment form if SR
x working days	Dept	☐ Complete ATAS assessment form and email to individual cc SCT
10-15 working days	Individual	☐ Submits ATAS application to FCDO (if required), **and** provides evidence to SCT FCDO provide confirmation of ATAS application outcome to individual and SCT ☐ If ATAS outcome not received 1 week before current visa expiry date, notify SCT
5 working days	SCT	☐ Issue CoS (indicating if ATAS required or exempt) - once evidence of SR eligibility, including ATAS clearance, confirmed fully
8 weeks in country	Individual	☐ Submits visa application, including ATAS certificate, to UKVI **and** provides evidence to SCT ☐ If ATAS outcome not received 1 week before current visa expiry date, submit letter with visa application advising made ATAS application and will provide when received ☐ Can continue work pending outcome of visa application ☐ Once visa granted, provides evidence to SCT
Once evidence provided	SCT	☐ Carry out follow up RTW check in-line with RTW follow up check process

Please note:

- Where ATAS clearance is required, SCT cannot issue a CoS until evidence of application outcome/submission is provided.
- If an existing SR does not provide evidence of application submission 2 weeks before their current visa expiry date:
  - It may not be possible to issue a CoS to extend their visa in country.
  - SCT will notify the dept/Strategic HR Partner that the individual's hosting agreement cannot continue and that their association needs to be terminated from their current visa expiry date and access to College premises, IT network, etc withdrawn.
  - In this situation it is likely that the individual would need to leave the UK and make an out of country visa application in order to return.
- If an existing SR's ATAS clearance is refused:
  - SCT will notify the dept/Strategic HR Partner/research senior security (for information) that the individual's hosting agreement cannot continue and that their association needs to be terminated from their current visa expiry date and access to College premises, IT network, etc withdrawn.
  - The individual can request a review of the FCDO's decision however, at present, the ATAS process does not allow the College as an entity to appeal the FCDO's decision. Therefore, SCT do not expect to have any involvement in making representations to the FCDO if an individual's ATAS application is rejected.
  - Where the individual provides evidence that they have requested a review, they would be suspended pending the outcome of the FCDO's review.

27/05/2021

ATAS Process Guidance - Visitor visas

Please note: that the timeframes provided are normal expected turnaround times but may vary dependent upon the complexities of the individual's circumstances, immigration rules and team workloads.

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	SCT – Staff Compliance Team	FCDO – Foreign, Commonwealth and Development Office
	CWT – Casual Worker Team	SWR - Skilled Worker Route

Academic Visitors

Timeframe	Action by	Action required
Minimum of 6 weeks in advance	Dept	☐ Complete ATAS assessment form to identify if ATAS clearance required ☐ Draft formal Academic Visitor letter of invitation using template (available upon request from the Staff Compliance team) – including ATAS requirement (if required) ☐ Email invitation letter & ATAS assessment form to individual cc SCT
10-15 working days	Individual	☐ Submits ATAS application to FCDO (if required) FCDO provide confirmation of ATAS application outcome to individual and SCT
3 weeks out of country	Individual	☐ Submits visa application, including ATAS certificate, to UKVI (if required) ☐ Once visa granted, provides evidence to dept
Before any visit/activity start date	Dept	☐ Carry out ID, visa & ATAS certificate check ☐ If ATAS certificate not provided, must not allow individual to start research, access to College campuses or IT network ☐ Retain copies of ATAS assessment forms, invitation letters & ID, visa & ATAS certificates as may be required to provide these documents upon request for compliance purposes
	Individual	☐ Starts permitted visitor activities following satisfactory check

Honorary & Visiting Researcher Associations

Timeframe	Action by	Action required
Minimum of 6 weeks in advance	Dept	☐ Email completed Visiting Researcher form – including ATAS questions so can identify if ATAS clearance required - to SH ☐ Email copy of form to individual cc SCT
x working days	SH	☐ Issue Visiting Association letter – including appropriate RTW paras

10-15 working days	Individual	☐ Submits ATAS application to FCDO (if required) FCDO provide confirmation of ATAS application outcome to individual and SCT
3 weeks out of country	Individual	☐ Submits visa application, including ATAS certificate, to UKVI (if required) ☐ Once visa granted, provides evidence to dept
Before any visit /activity start date	Dept	☐ Carry out ID, visa & ATAS certificate check ☐ If ATAS certificate not provided, must not allow individual to start research, access to College campuses or IT network ☐ Retain copies of ID, visa & ATAS certificates as may be required to provide these documents upon request for compliance purposes
	Individual	☐ Starts permitted visitor activities following satisfactory check

Permitted Paid Engagements

Timeframe	Action by	Action required
Minimum of 6 weeks in advance	Dept	☐ Complete ATAS assessment form to identify if ATAS clearance required ☐ Draft PPE letter of invitation – including ATAS requirement (if required) ☐ Email invitation letter & ATAS assessment form to individual cc CWT
10-15 working days	Individual	☐ Submits ATAS application to FCDO (if required) FCDO provide confirmation of ATAS application outcome to individual and SCT
3 weeks out of country	Individual	☐ Submits visa application, including ATAS certificate, to UKVI ☐ Once visa granted, provides evidence to dept
Before any visit/activity start date	CWT	☐ Carry out RTW check ☐ If ATAS certificate not provided, must not allow individual to start research, access to College campuses or IT network ☐ Retain copies of ATAS assessment forms, invitation letters & RTW checks as may be required to provide these documents upon request for compliance purposes
	Individual	☐ Starts permitted visitor activities following satisfactory RTW check