Certificate of Sponsorship (CoS) Form

Please complete and return this form to **internationalstaff@qub.ac.uk**.
Upon receipt, we will aim to return your assigned CoS within 5 working days.

Personal information *(as shown in your passport)*	
Family name:	
Given name(s):	
Other names:	
Nationality:	
Place of birth:	
Country of birth:	
Date of birth:	
Gender:	
Country of residence:	

Passport or travel document	
Passport number:	
Issue date:	
Expiry date:	
Place of issue of passport:	

Current home address	
Address:	
City or town:	
County, area district or province:	
Postcode or ZIP code:	
Country:	

Identification numbers *(if applicable)*	
UK ID card number:	
UK National Insurance number:	
National ID card number:	
Employee number:	

Work dates	
Start date:	
End date:	

Main work address in the UK

Address:	
City or town:	
County, area district or province:	
Postcode or ZIP code:	
Country:	United Kingdom

Other regular work addresses in the UK *(if applicable)*

Address:	
City or town:	
County, area district or province:	
Postcode or ZIP code:	
Country:	United Kingdom

Migrant's employment

Job title:	Sponsored Researcher
Job type:	2119 Natural and social science professionals not elsewhere classified
Summary of job description:	
Funding source:	
Funding amount (including any allowances):	
For each:	

Academic Technology Approval Scheme (ATAS)

The [Academic Technology Approval Scheme (ATAS)](#) applies to all international students/researchers (apart from exempt nationalities) who are intending to research at postgraduate level in certain sensitive subjects.

Where applicable, you will be required to provide International Staff Support with the ATAS certificate **before** we can issue a CoS. To confirm your CAH code, please liaise with your host academic and obtain a completed copy of the below "ATAS Statement of Research form" to enable your application. If an ATAS certificate is required, allow at least 30 working days (6 full weeks) for your application to be processed.

Please identify the option most applicable to you:	

Other required documentation *(to be submitted if not already included with your Visiting Title nomination)*

Copy of passport:	
Evidence of funding:	

Academic Technology Approval Scheme (ATAS)
Statement of Research form to be completed by Schools

All staff and relevant Visiting Title nominees at Queen's University, whose research renders them liable for obtaining an ATAS certificate*, must be provided with a research statement by the recruiting/hosting School.

A research statement for an ATAS certificate should be as technically detailed as possible. It should include all elements of research to be undertaken.

See Annex A

Key details	
Staff/visitor's name	
School	
Supervisor/host academic's name	
CAH3 code *(see Annex A)*	

Research Statement *(To be completed by School, in agreement with manager/host academic/supervisor for role)*	
Subject/area of research:	
Summary statement of research: *(6-8 lines. Maximum 2000 characters.)*	

Signature of host academic/supervisor (or other appropriate person)	
Date:	

- Please do not lock the completed document for editing so that the staff member/Visiting Title nominee can cut and paste the statement into their ATAS application

- Please choose the appropriate **CAH3 code** from Annex A

- Please give a **summary statement of research** (around 6 - 8 lines and a maximum of 2000 characters) of the staff member's/Visiting Title nominee's area of research. **For staff/Skilled Worker visa applicants**, please ensure this matches the description of their role as per the job description. **For Visiting Titles**, please ensure the summary statement matches the description of their research in their Visiting Title nomination form. The statement 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. The summary should be written in the third person (e.g., "The researcher will be…"); the FCDO may refuse first person summaries.

- The School must provide the statement, not the individual, as it is the University's description of the research that is required in an application for an ATAS certificate.

- **For staff/Skilled Worker visa applicants**, please provide the signed ATAS statement to International Staff Support.

- **For Visiting Scholars**, please provide the approved ATAS statement with the nomination form when sending it to Educational Governance and Partnerships.

- **For Visiting Students**, please provide the approved ATAS statement to International Staff Support with the nomination form, if the visit is for longer than 6 months, or is a internship/traineeship/work placement for less than 6 months. For all other Visiting Student nominations less than 6 months, please provide it to International Student Compliance.

- An ATAS certificate is only valid for a particular research role and on a particular visa. A new ATAS certificate is required, and a new research statement must be provided, in the following circumstances:
  o The individual changes their research area; or
  o The individual is applying to extend their visa; or
  o The individual is switching visa category; or
  o The individual is changing their relationship with the University (for example from staff member or student, to Visiting Title)

  - More information on the ATAS scheme is available here

Instructions for the staff member/visitor completing the ATAS application

- **Apply for an ATAS certificate**

- If you are a student at an overseas institution, please select "taught/research student" even if you are coming to the UK to carry out research. In all other instances, please select "researcher".

- Copy and paste the text in the **summary statement of research** section of this form directly into the "**research statement**" section (if researcher) or "**what will you be studying?"** section (if taught/research student) section of the ATAS application form.

- On the application form, where it requests the name of your sponsor, this is the body or organisation funding your research/contract. For Skilled Worker visa applicants, it will be Queen's University Belfast. For Visiting Scholars, it might be their employing organisation, or a scholarship provider, or they may be self-funded. Put down the contact details of the funder, even if it is your own details, or a relative's details. For those who are applying under Temporary Work (GAE) it is whatever body is providing funding. Temporary Work (GAE) cannot be self-funded.

- The application can take a number of weeks. There is nothing that the University can do to speed up the process unless the delay lasts more than 6 weeks. At that point we can email the ATAS HEI team to enquire if there is a difficulty. If your ATAS is delayed more than 6 weeks, send an email to internationalstaff@qub.ac.uk including your name, ATAS application reference number and the date the application was made.

- International Staff Support cannot issue your Certificate of Sponsorship (CoS) until you have received your ATAS certificate. If you are extending/switching into a Skilled Worker or Temporary Work (GAE) visa from inside the UK, and if you believe this will be a problem because your current visa is expiring, please consult the International Staff Support team.

- Visitors applying for a Standard or Academic visitor visa do not need the ATAS certificate as part of the visa application, **but you will require it before you commence any research at the University**.

- As soon as you have received your ATAS Certificate, provide it to the International Staff Support team. They will verify that it is in order and will assign your CoS (staff/Skilled Worker visa applicants) or advise the School that the ATAS check is now complete (Visiting Title nominees).

- Further guidance on how to apply for an ATAS certificate can be found here: https://www.gov.uk/guidance/academic-technology-approval-scheme#academic-researchers

Annex A

Subjects relevant to ATAS

CAH code	Subject
Medicine	
CAH02-02-01	Pharmacology
CAH02-02-02	Toxicology
CAH02-02-03	Pharmacy
CAH10-01-06	Bioengineering, Medical and Biomedical Engineering
Biological Sciences	
CAH03-01-02	Biology (non-specific)
CAH03-01-03	Ecology and Environmental Biology
CAH03-01-06	Zoology
CAH03-01-04	Microbiology and Cell Science
CAH03-01-05	Plant Sciences
CAH10-03-05	Biotechnology
CAH03-01-07	Genetics
CAH02-05-03	Biomedical Sciences (non-specific)
CAH03-01-08	Molecular Biology, Biophysics and Biochemistry
CAH03-01-01	Biosciences (non-specific)
CAH03-01-10	Others in Biological Sciences
Veterinary Sciences, Agriculture and related subjects	
CAH05-01-02	Others in Veterinary Sciences
CAH06-01-02	Agricultural sciences
Physical Sciences	
CAH07-02-01	Chemistry
CAH10-03-07	Materials Science
CAH07-01-01	Physics
CAH07-01-02	Astronomy
CAH26-01-05	Others in Geographical Studies
CAH07-04-01	Physical Sciences (non-specific)
CAH07-04-03	Sciences (non-specific)
CAH07-04-04	Natural Sciences (non-specific)
Mathematical and Computer Sciences	
CAH09-01-01	Mathematics
CAH09-01-02	Operational Research
CAH11-01-01	Computer Science
CAH11-01-02	Information Technology
CAH11-01-03	Information Systems
CAH11-01-04	Software Engineering
CAH11-01-05	Artificial Intelligence
Engineering	
CAH10-01-01	Engineering (non-specific)
CAH10-01-07	Civil Engineering
CAH10-01-02	Mechanical Engineering
CAH10-01-04	Aeronautical and Aerospace Engineering
CAH10-01-05	Naval Architecture
CAH10-01-08	Electrical and Electronic Engineering
CAH10-01-09	Chemical, Process and Energy Engineering
Technologies	
CAH10-03-03	Polymers and Textiles
CAH10-03-01	Minerals Technology
CAH10-03-02	Materials Technology
CAH10-03-04	Maritime Technology

ATAS exemptions

1. Nationals of the following countries do not require an ATAS certificate:

- Australia
- Austria
- Belgium
- Bulgaria
- Canada
- Croatia
- Republic of Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Japan
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Netherlands
- New Zealand
- Norway
- Poland
- Portugal
- Romania
- Singapore
- Slovakia
- Slovenia
- South Korea
- Spain
- Sweden
- Switzerland
- United Kingdom
- United States of America

2. In the very rare circumstances in which an international staff member or Visiting Title holder would not be physically present in the UK during any part of their employment or Visiting Title, they do not require an ATAS certificate.