

Process for referring cases for export control licence check

1, If a student is identified as needing export control licence checks PG Admissions or SR coordinator will send a [Questionnaire](#) to the student in question. The student should be advised to seek the input of their supervisor when completing the questionnaire, and both the student and the supervisor should sign the completed questionnaire.

2, Once you receive the completed questionnaire, it should be saved on the student's record and emailed it to Research and Impact Service (R&IS) (ResearchCompliance@warwick.ac.uk) to be assessed for export control licence requirement. State that the student has been refused ATAS clearance.

3, If R&IS confirms that there aren't any concerns and that an export control licence is NOT required, the student can start/continue their studies remotely without an ATAS certificate.

With continuing students, this means we will need to stop sponsoring the student's visa to enable them to continue the course remotely. Research coordinators should email immigrationservice@warwick.ac.uk requesting that a stop sponsoring report is made by the Compliance Team as the student is refused an ATAS certificate but have cleared export control licence, and will be continuing their studies from overseas.

4, If R&IS confirms that export control licence is required, it can take up to 6 months to obtain this approval. For continuing students, R&IS will advise on whether the student can continue their research until permission is granted and any conditions why may need to apply. If the student cannot continue, R&IS should refer such cases to immigrationservice@warwick.ac.uk for a period of Temporary Withdrawal (TWD).