Appeal Form
Appeal against a decision made for immigration reasons

Student Name

Student No

➔ indicates instructions to help you

 indicates information you need to know

IMPORTANT
Completed appeal forms and new and original supporting evidence should be submitted by email to:

visacompliance@kent.ac.uk

if the evidence (i.e. not photocopies) had previously been submitted to your School, or the Student Immigration Compliance Team then please collate all the information in one email.

or by hand or by mail to:

Student Immigration Compliance Team, The Registry, University of Kent, Canterbury, CT2 7NZ.

(please ensure that you reference, in your appeal statement, any previously submitted relevant evidence.)

 All of the required documentation (appeal form, letter of appeal and supporting evidence) must be received within 5 working days from the date of the decision letter from the Student Immigration Compliance Manager.

 The appeals process can involve detailed scrutiny of your case, including the sharing and receiving of relevant information with your School. You will be informed of the outcome as soon as possible. You should therefore not contact the office concerning the process of your appeal earlier than 10 working days after you submitted your appeal.

1 This includes, but is not limited to, the refusal or withdrawal of Tier 4 sponsorship, or the refusal or termination of registration as a student for not holding valid immigration permission to study in the UK.
**GUIDANCE**

➔ Please refer to the Guidance document to assist with completing this form.

### SECTION 1
➔ **YOU MUST COMPLETE THIS SECTION**

<table>
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<tr>
<th>NAME</th>
<th>STUDENT / APPLICANT NUMBER</th>
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<th>PROGRAMME OF STUDY</th>
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<th>SCHOOL</th>
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<tr>
<th>UNIVERSITY EMAIL</th>
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<th>PERSONAL EMAIL</th>
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<th>MOBILE NUMBER</th>
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<th>ADDRESS</th>
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We will notify you of the outcome of your appeal by email only unless you tick this box to request a letter be sent to the address above:

### SECTION 2
➔ **YOU MUST COMPLETE EITHER PART A OR PART B OF THIS SECTION**

**PART A: An appeal against the decision to withdraw or refuse sponsorship of your Tier 4 visa.**

Indicate by ticking one or more of the boxes below, the criteria under which you are applying.

<table>
<thead>
<tr>
<th>a. Where you have reason, supported by objective evidence, to believe that there has been administrative, procedural or clerical error of such nature as to have affected the withdrawal or refusal of sponsorship of your Tier 4 visa</th>
</tr>
</thead>
</table>
b. Where you wish to submit evidence of illness or other misfortune such as to cause exceptional interference with your attendance and your engagement with the course and which has not, for good reasons, previously been made available to the School and/or the Student Immigration Compliance Team.

c. Where you have already submitted evidence and consider that this evidence was not properly considered by the Student Immigration Compliance Manager.

PART B: An appeal against a decision made for other immigration reasons
Note: this may include, but is not limited, refusal or termination of registration from the University due to not holding valid permission to study in the UK.

Indicate by ticking one or more of the boxes below, the criteria under which you are applying.

a. Where you have reason, supported by objective evidence, to believe that there has been administrative, procedural or clerical error of such nature as to have affected the withdrawal or refusal of registration at the University due to not holding valid immigration permission to study in the UK.

b. Where you have already submitted evidence and consider that this evidence was not properly considered by the Head of Student Immigration Compliance

SECTION 3
➔ YOU SHOULD ONLY COMPLETE THIS SECTION where you have reason supported by objective evidence to believe that there has been administrative, procedural, or clerical error of such nature to have affected the decision made by the Student Immigration Compliance Manager.

3.1 The error I believe has occurred

3.2 The evidence that there has been an error

SECTION 4
➔ YOU SHOULD ONLY COMPLETE THIS SECTION where you wish to submit evidence of illness or other misfortune such as to cause exceptional interference with the attendance and engagement of your course which has not, for good reasons, previously been made available.
4.1 The reason this information was not made available

4.2 The illness or other misfortune (brief details are sufficient; you should provide more information in your accompanying letter)

4.3 How you believe this affected your attendance and your engagement with the course

SECTION 5

➔ YOU SHOULD ONLY COMPLETE THIS SECTION where you wish to submit evidence which has previously been submitted and which you believe was not properly considered.

5.1 The reason I believe the evidence I submitted has not been properly considered

5.2 The evidence submitted was

5.3 The date(s) this evidence was submitted

There is no need to supply copies of any original evidence which you have already submitted to your School, Admissions Team or to the Student Immigration Compliance Team.
SECTION 6
⇒ YOU MUST COMPLETE THIS SECTION

**Declaration**
I have read and understand the University’s guidance document for appealing against a decision made for student immigration reasons.

I have provided all the required documents and confirm that the information I have provided is complete and true.

**I understand the following**
The University will use the information provided to process my appeal. My appeal, including the documents submitted, may be seen by a small number of people within the University in order to process the appeal.

The University may check the evidence submitted with the organisation or individual who provided it to me. I understand that my appeal may be rejected if I am found to have falsified any evidence in my appeal.

**Signature. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date. . . . . . . . . . . . . . . . . . . . .**