Guidance Document

Appeal against a decision to withdraw sponsorship

→ indicates instructions to help you
① indicates information you need to know

IMPORTANT
Completed appeal forms and all original supporting evidence can be submitted electronically to:

UKVIappeals@kent.ac.uk

Or in paper form to:

The Academic Registrar’s Office, The Registry, University of Kent, and Canterbury, CT2 7NZ.

① 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 Head of Student Immigration Compliance or Student Immigration Compliance Manager

① 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 Academic Registrar’s office concerning the process of your appeal earlier than 10 working days after you submitted your appeal.

→ In your letter you should expand on your grounds for appeal and include any supporting third party evidence that has not been previously disclosed or provided. Your statement should be clear, concise and factual. In the case of sponsorship being withdrawn due to attendance issues, you should link the circumstances of your appeal to your attendance and academic performance since registration as a student. All information provided will be treated in a highly confidential manner. The Academic Registrar is the UKVI Authorising Officer and they will consider your appeal on the documents that you submit and the facts surrounding your case. It is important to note that any new and extenuating evidence that requires support from your School may be disclosed to appropriate colleagues in your School in order to ensure a fair and appropriate outcome to your case.
Documents submitted in support your case (e.g. letter from your doctor, death certificate of close family member/friend, etc.) must be timely and credible. Medical letters that are dated post the date of letter of intention to withdraw will not be considered unless they refer to an on-going medical condition for which there is a diagnosis and evidence of treatment. Medical evidence must originate from the UK. Exceptions may be considered in the case of long-term illness. Additional evidence should be submitted to explain how the illness is being managed in the UK. If the original document is not written in English you must provide a translation into English which has been certified by an independent professional body.

Your appeal will be considered based on the case that you make and the documents you submit and should contain supporting evidence that has not already been received by your School or by the Student Immigration Compliance Team. You must ensure that you make your case fully and clearly and that all supporting documents are included. Details of your academic progression may be sought from your School. You will receive an acknowledgement that your appeal has been received and we will then not contact you until we have something to report to you. Appeals will not be considered if they are received more than 5 working days from the date of the letter advising you of the withdrawal of your Tier 4 sponsorship.

It is important to note that the appeal process is the final opportunity for you to present your case and to provide any supporting documents that give extenuating circumstances as to why timely and credible evidence has not been provided before arriving at this point. A further opportunity to present your case will not be given.

Kent Union Advice Centre and GK Union Advice Centre may be able to assist you with the process.

http://www.kentunion.co.uk/welfare/advice-centre/international-students-and-visas/
http://www.gkunions.co.uk/advice/aboutus/