Guidance Document

Appeal against a decision made for immigration reasons

⇒ indicates instructions to help you
ⓘ indicates information you need to know

IMPORTANT

Completed appeal forms and all original supporting evidence should be submitted by hand or by mail to:

*The Academic Registrar, The Registry, University of Kent, Canterbury, CT2 7NZ.*

or if the original evidence (i.e. not photocopies) has previously been submitted to the School, Admissions Team or the Student Immigration Compliance, may send this form and your letter of appeal *by email* to academicdivision@kent.ac.uk.

ⓘ 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

ⓘ The appeals process can involve detailed scrutiny of your case and 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. In the case of sponsorship being withdrawn due to attendance issues, you should link the circumstances of your appeal to your attendance and academic performance.
You must supply documents for any evidence to support your case (e.g. letter from your doctor, death certificate of close family member/friend, etc.). 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. You must ensure that you make your case fully and clearly and that all supporting documents are included. We may ask you for further information. 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.

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

https://kentunion.co.uk/welfare/advice

http://www.gkunions.co.uk/advice/aboutus/