

## Points Based System (November 2018) Administrative Review Request Notice

This notice is for use outside the UK only. This notice is provided free of charge.

For official use only

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the Privacy Notice for the Border, Immigration and Citizenship system at: <a href="https://www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship">www.gov.uk/government/publications/personal-information-use-in-borders-immigration-and-citizenship</a>. This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

## ▶ READ THIS FIRST: This notice must be completed in blue or black ink. Please follow the guidance notes below carefully and complete all questions as indicated.

You may apply for an Administrative Review if you believe that the decision to refuse your entry clearance application was incorrect. An Entry Clearance Manager who was not involved in the original decision will conduct the review. In some cases, the Entry Clearance Manager may be located at a different entry clearance post to where your original entry clearance application was considered.

You may only apply for **one** Administrative Review of the decision to refuse your application. You may not submit any new or further information/documents in support of your request for Administrative Review, unless you were refused entry clearance under paragraphs 320(7A) or 320(7B), and they relate to that. Otherwise if you wish to submit new information or documents, you will have to make a fresh application.

We will aim to let you have the result of the review within 28 days. If, in exceptional circumstances, we are unable to complete the Administrative Review within the 28 days we will notify you in writing as to when to expect a decision.

You must return this notice to the address below, as given by the Post that issued your Refusal Notice, within 28 days of receipt of the decision to refuse your entry clearance application. You may deliver it by hand or send it by mail/courier, e-mail or fax.

Part 1 About You Read Guidance notes Part 1	
1.1 Full Name	
1.2 Date of birth >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	1.3 Nationality
	1.5 Home (landline) telephone number
	1.6 Mobile telephone number
	1.7 Email address
	1.8 Post Reference

## **Declaration** Read Guidance notes Part 2

I, the applicant confirm the information provided in this notice of Administrative Review is accurate.	
Applicant's signature	Date
	D D M M Y Y Y
Parent/Legal Guardian's signature (if applicant is under 18 years old)	Date
	D D M M Y Y Y
The information you have provided may be disclosed to other government departments and public authorities for related immigration purposes.	

Part 4

What to do next

Keep a copy of this notice for your records and send the original to the address on Page 1.

You must notify that office, if your contact details change.