

Form IAF2-2 - Information Sheet

APPEAL TO THE FIRST-TIER TRIBUNAL (IMMIGRATION AND ASYLUM CHAMBER) against A DECISION of an ENTRY CLEARANCE OFFICER

Complete this form if you are appealing from outside the United Kingdom against a decision of an Entry Clearance Officer (ECO). If you are appealing from outside the United Kingdom against any other decision, you must use appeal form IAF2-3.

To help you complete this form, refer to the guidance provided. Help can also be found at www.tribunals.gov.uk.

Completing the form

The completed form should be:

- Written in **English**
- Written in **BLOCK CAPITAL LETTERS**
- Received by the visa section in the country where you applied for a visa **or** with the First-tier Tribunal **not later than 28 days** after you were served with notice of the decision.

Where you see a tick box ☐, please put a tick ☒ where appropriate to show your answer.

Returning the form

- You must detach this information sheet and retain for your records, do not send it with the completed form.
- You can send the completed form to **either** the visa section which made the decision, **or** the First-tier Tribunal in the United Kingdom.
- If you send the form to the visa section the address is on your Notice of Decision.
- You can **either** post **or** fax your appeal but you should not post **and** fax it, **as this could cause delays to your appeal**.
- If you have a representative in the United Kingdom and have decided not to complete the form yourself, they can complete and send the form on your behalf.

The address in the United Kingdom is: **OR**
 First-tier Tribunal (Immigration and Asylum Chamber)
 PO Box 6987
 Leicester
 United Kingdom
 LE1 6ZX

Fax to:
0044 (0)116 249 4214

Documents to send

You must send:

- The **signed and completed Appeal Form (IAF2-2)**
- Your **Notice of Decision** (If you do not send this you should explain why)
- **Photocopies of any other documents in support of your appeal** (in English or a certified translation). You **should not** send original documents (for example: passports, marriage certificates, birth certificates etc).
- A completed **Application for Anonymity** form if you do not want the Tribunal to publish your name on any court documents

Changes and contacting us

You **must** notify the Tribunal in writing if you change your address or representative. If you need to contact us after you have made your appeal, the details are:

By telephone to: 0044 (0)845 6000 877

By fax to: 0044 (0)1509 221403

By email: Customer.Service@tribunals.gsi.gov.uk

First-tier Tribunal (Immigration and Asylum Chamber)
 PO Box 7866
 Loughborough
 United Kingdom, LE11 2XZ

APPEAL TO THE FIRST-TIER TRIBUNAL (IMMIGRATION AND ASYLUM CHAMBER) against A DECISION of an ENTRY CLEARANCE OFFICER

UKBA International Group: (for UKBAIG use only)	Appeal Lodged: (For FT(IAC) use only)	Type of decision: <i>Tick one box</i> Settlement <input type="checkbox"/> Non Settlement <input type="checkbox"/> Family Visit <input type="checkbox"/>
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<p>Do you wish to have your appeal decided on the papers or at an oral hearing?</p> <p><i>Oral hearings take place in the UK and your representative and / or sponsor may attend. If you do not have a UK representative or a sponsor, your case is likely to be decided on the papers.</i></p>	<p><i>Tick one box</i></p>
	<p>Oral Hearing <input type="checkbox"/></p> <p>Papers <input type="checkbox"/></p>

Section 1 - Personal Information

A. Family Name or Surname
 (As shown on your passport)

B. Given or First Name(s)
 (As shown on your passport)

C. Title (Mr / Mrs / Miss / Ms or Other)

D. Date of birth (Day/Month/Year)

	/		/	
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E. Gender

☐ Male
☐ Female

F. Your address or an address where you can be contacted, including the country.
If you change your address, you must notify the Tribunal immediately in writing.

G. Nationality (if more than one, state all)

Section 2 – Your ECO Decision (refer to your Notice of Decision)

A. Is your refusal a points based system (PBS) decision?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
B. Post Reference Number	<input type="text"/>	
C. Name of decision making Post	<input type="text"/>	
D. Method of Service by ECO	<input type="checkbox"/> Post <input type="checkbox"/> Courier	<input type="checkbox"/> Fax or Personal Service <input type="checkbox"/> Other (please specify below) <input type="text"/>
E. Date you received your Notice of Decision	<input type="text"/>	

F. Are you sending your Notice of Decision with this form?

☐

Yes

☐

No – please explain below

If you do not send the Notice of Decision with the appeal form, your appeal may be treated on the papers unless a satisfactory reason is given here.

Applying for Anonymity

The tribunal will publish your name on documents relating to your case which can be viewed publically. You can apply to the tribunal for anonymity which, when granted, will result in the tribunal removing your name from all published documents.

The Application for Anonymity form can be found online at

www.tribunals.gov.uk/ImmigrationAsylum/FormsGuidance/FormsGuidance.htm and should be completed and returned with this appeal form.

Section 3 – Your Appeal

A. Late appeal

Your appeal must be received at the Visa section or the First-tier Tribunal within 28 days of you receiving your Notice of Decision. If you know your appeal is late, or you are not sure if it will be received in time, you must apply for an extension of time. Explain why your appeal is late in the box below. Attach any evidence / additional sheets if necessary.

B. If you are sending any other documents with this form to support your appeal, they must be in English or a certified translation. Please list them here:

C. If you are intending to send other documents that are not yet available to you. Please list them here:

D. Grounds of your appeal

- You **must** let us know the reasons you disagree with the decision on the Notice of Decision document.
- Include any information that has not been mentioned in the Notice of Decision and say whether you have raised these issues before.
- You **must** give as much detail as possible as you may not be allowed to mention any further grounds at a later date. Attach any evidence / additional sheets of paper if necessary.

E. Have you appealed against any other immigration decision in the United Kingdom or overseas?

☐ No

☐ Yes – give details below:

Date
/ /
/ /
/ /

Appeal number (if known)

F. Has any member of your family or anyone planning to accompany you made an appeal or are they planning to appeal against an immigration decision?

☐ No

☐ Yes – give details in the table below:

Name	Relationship	Appeal number / Post reference number

G. If you have chosen to have an oral hearing, please mark the box of anyone who will be attending your hearing to **give evidence**.

☐ Sponsor
☐ Witness

☐ Your representative

H. Will anyone identified above require an interpreter? ***You should only request an interpreter if an individual who cannot speak English will be attending and giving evidence at your hearing.***

☐ No

☐ Yes – give details below:

Who:
Language:
Dialect:

I. If anyone attending the hearing has a disability, state any special requirements they have.

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Section 4 - Your declaration

If you are the appellant and are completing this form yourself, you must sign and date this declaration.

Declaration - I, the appellant, believe the facts stated in this appeal form are true.

Signature:

Date

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/ /

Data Protection statement

Information, including personal details that you have provided in this form will not be used by the Visa Section, or First-tier Tribunal, for any purpose other than the determination of your application. The information may be disclosed to other government departments and public authorities only, for related immigration or asylum purposes

Section 5 – Representative Details (refer to guidance notes)

A. Name of Representative

B. Name of Representative's
Organisation (if any)

C. Postal address for correspondence

D. Reference for correspondence

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E. Telephone / mobile number

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F. Fax number

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G. Email address

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Declaration by the representative - to be completed only when signing on behalf of the person named in Section 1 of this form

I, the representative, am giving notice of appeal in accordance with the appellant's instructions and the appellant believes that the facts stated in this appeal form are true.

Representative's Signature:

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Date

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Section 6 – Sponsor Details (refer to guidance notes)

A. Family / Surname

B. Given / First Name(s)

C. Title

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D. Postal Address for correspondence

E. Telephone / mobile number

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F. Email address

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I give authorisation for my sponsor to receive information relating to my appeal

☐ Yes☐ No

Appellant's / Representative's signature:

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Date

		/		/															
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Please note that if a sponsor is named in this section, the First-tier Tribunal may write to him / her to ask for confirmation of that person's intention to act as a sponsor.