Home Office
UK Border Agency

Guidance notes

POINTS BASED SYSTEM (MAR 2009)
ADMINISTRATIVE REVIEW REQUEST NOTICE

This booklet is provided free of charge.

For help completing this notice we strongly advise you read these guidance notes.
Further guidance and information can be obtained from your local British Embassy or High Commission, your Visa Application Centre or by visiting website: **www.ukvisas.gov.uk**

Part 1 About you

1.1 Full name
Please provide your full name as written on your application form. State clearly which is your family name and which are your given or other names. Your family name is the name by which your family is known and must be the one shown in your passport.

1.2 Date of birth
In DD/MM/YYYY format
This is as recorded in your passport.

1.3 Nationality
This is the nationality as written on your application form and as shown in the passport/travel document you intended to use with your application.

1.4 Full residential address and postal code where you can be contacted
You MUST include your full address details including house number or name, street, village/town/city, state/province, postal or zip code and country.

1.5 Home (landline) telephone number
You must include the full number including the city, area and country codes. This is NOT your mobile/cellular phone

1.6 Mobile telephone number
This is your mobile/cellular telephone number

1.7 Email address
This can be at home, work or elsewhere but must be the one you use on a regular basis so we can contact you quickly if required.

1.8 Post Reference
This can be found on your Refusal Notice - GV51

Part 2 About your Review

2.1 – 2.4
Your Refusal Notice will show why you were refused entry clearance with the reason(s) given under one or more headings (as listed below alongside the specific tiers and sub-tiers). If you think a mistake was made you should enter the heading in the first box and say what you think the mistake was under this heading. Where you think more than one mistake was made, enter another heading in the next box with the reason. Repeat the process if you think further mistakes were made, selecting a new box each time.

Tier	Attributes/Controls/Other Reasons for Refusal
Tier 1 (General) >>>>

Tier	Attributes/Controls/Other Reasons for Refusal
Tier 2 (Intra-Company Transfer) >>>>>>>>>>>>>>>>>>>>>>>	Certificate of Sponsorship; Prospective earnings; Qualifications; Maintenance; General Grounds for Refusal; No consent from sponsoring Government or agency; Less than 16 years old; Own more than 10% of sponsor's limited company.
Tier 2 (Sportsperson)/(Minister of Religion) >>>>>>>>>>>>>>	Certificate of Sponsorship; English language; Maintenance; General Grounds for Refusal; No consent from sponsoring Government or agency; Less than 16 years old.
Tier 4 (General) Student >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Visa Letter; Maintenance; General Grounds for Refusal; Academic Technology Approval Scheme Clearance Certificate; Postgraduate Doctor/Dentist; No consent from sponsoring Government or agency; Below degree level/Maximum length of leave already granted; Minimum age; Parental approval for application for applicants aged 16 or 17; Parental approval for care arrangements for applicants aged 16 or 17.
Tier 4 (Child) Student >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Visa Letter; Maintenance; General Grounds for Refusal; Minimum/maximum age; Dependent children under 18 years of age; Foster carer/Relative Provisions not satisfied; Parental approval for application; Parental approval for care arrangements.
Tier 5 (Creative and Sporting)/(Charity Worker)/(Religious Worker)/(Government Authorised Exchange)/(International Agreement) >>>>>>>>>>	Certificate of Sponsorship; Maintenance; General Grounds for Refusal.
Tier 5 (Youth Mobility Scheme) >>>>>>>>>>>>>>>>>>>>>>>>	Nationality; Age; Maintenance; General Grounds for Refusal; Dependent children under 18 years old; Previous time as Working Holiday Maker or Tier 5 (Youth Mobility Scheme) Temporary Worker.

Part 3 Declaration

You must sign the declaration, which should be sent or handed to the relevant Visa Application Centre or Visa Section. An electronic or faxed signature is acceptable.

FAILURE TO DO SO MAY INVALIDATE YOUR REQUEST