# University of Bradford

## ADMISSIONS/COMPLIANCE WITH UK VISAS AND IMMIGRATION REGULATIONS (TIER 4) APPEAL FORM

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| **You must submit this Form to** **Complaints and Appeals Office** **together with a detailed letter of appeal and supporting evidence.****PLEASE COMPLETE IN BLOCK CAPITALS OR TYPE.** |
| **Personal Details** |
| Full Name: |  |
| UB Number: |  |
| Programme and Stage: |  |
| Stage of programme to which the appeal relates (for students of the University only) e.g. First, Second, Third: |  |
| Address for correspondence in connection with the complaint: |  |
| Postcode: |  |
| Telephone number: |  |
| Email address (students of the University should provide their UoB email address: |  |
| Specify your preferred means of communication: |  |

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| Specify the decision of the Admissions/PBS[[1]](#footnote-1) Team against which you are appealing (for example: unsuccessful application to study; refusal to issue a Confirmation of Acceptance for Studies (CAS); report to the Home Office): |
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| State the grounds for your appeal as specified in the appropriate Regulations: |
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| What would you wish the outcome of your appeal to be? (for example: Confirmation of Acceptance for Studies (CAS) to be issued, reinstatement on your course, issue of Formal Offer Letter): |

**Please Note**:

1. We will be unable to process your appeal if you do not specify the criteria under which you wish to appeal. Contacting you to clarify the criteria will cause a delay to the investigation of your appeal.
2. The University will use your Bradford email address if you are a registered student.
3. Students of the University may consult the Student Union Advice Centre for assistance with their appeal.
4. If you are a disabled student and require support or assistance in making this appeal or support during the progress of this appeal, please contact the Disabilities Service.
5. Before you submit, **CHECK**: Does your Letter of Appeal contain:
6. A statement of the material facts? (You will not be allowed to add other substantive items later)
7. All the necessary medical or other corroborative evidence to support your appeal.
8. If your appeal is late – a detailed explanation of the reasons for late submission.
9. The grounds you wish to appeal under.

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| **Declaration** |
| I declare that the information given in this form is true and accurate to the best of my knowledge. I am willing to answer further questions relating to this matter if required. |
| **Signed:** |  |
| **Date:** |  |

You should submit your appeal to Sarah Hargreaves, Complaints and Appeals Officer. For a detailed overview of the appeals process please see the Regulations Governing Appeals by Applicants against an aspect of their Admission Process (Pdf) or Regulations Governing Appeals by Applicants and Students against a decision in relation to Compliance with UK Visas and Immigration Regulations (Tier 4) ([Pdf](http://www.bradford.ac.uk/legal-and-governance/media/legalandgovernance/allfiles/documents/appeals/PBS-appeals-and-Complaints-Procedure.pdf))

 Last updated October 2015

1. Points Based System, UK Visa and Immigration. [↑](#footnote-ref-1)