

Administrative Review Guidance

When you write the rationale for your Administrative Review (AR), follow the tips below to ensure you are putting forward the best possible argument to challenge your refusal.

You will have the chance to write your response to the refusal in a free text box on the Administrative Review application form. You usually have 28 days from the refusal date in which to submit your Administrative Review.

Before you start your Administrative Review, you should **request a copy of the transcript of your interview** – you may have forgotten what happened and this will help jog your memory of events. You can also use the transcript to bolster your argument.

Although we advise you should request a transcript as soon as possible, it is not always possible to receive one before your strict **28-day** Administrative Review submission deadline elapses. If you do not receive your transcript within this brief timeframe, you must submit your Administrative Review without it. This may make things more difficult, but it is still possible to put together a well-written and challenging Administrative Review.

Do not let the transcript delay your Administrative Review submission or you may miss the chance!

Once you have read the refusal letter and your interview transcript (if received in time), in your Administrative Review you should:

- Clearly identify the decision being challenged by addressing each point of refusal and stating your challenge to these point (refer to the answers you gave in the transcript if possible)
- Remain factual, logical and unemotional in your responses
- Do not add information which is not important to your argument – keep things concise and clear
- State why you believe the caseworker made an error
- Refer to specific guidance points and immigration rules (if you feel comfortable to do so)
- Note any instance of unfairness you experienced in the interview (ie. not being given sufficient time to answer)
- Refer to any evidence you submitted which may contradict the reasons for refusal
- Highlight any inconsistencies or discrepancies in the refusal notice and/or reasons for your refusal
- Avoid writing pages of response and confusing your argument

When crafting your Administrative Review remarks, ensure you use professional language and phraseology.