

IAFT-2

Part A

## Appeal against a Decision of an Entry Clearance Officer (ECO) – Information sheet

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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 a non ECO decision, you must use appeal form IAFT-3.

To help you complete this form, refer to the guidance provided. Help can also be found at <https://www.gov.uk/immigration-asylum-tribunal>

**You can also lodge your appeal online and pay your fee at <https://immigrationappealonline.justice.gov.uk/IACFees>**

Please retain this information sheet.

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### Completing the form

The completed form should be:

- Written in **English**
- Written in **BLOCK CAPITAL LETTERS** using black ink
- Received by the Tribunal at the address shown on the bottom of Part B of this information sheet no later than **28 calendar days** after you receive the Refusal Letter.
- 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.

Please tick the boxes where appropriate, to show your answer.

### Checklist

Before you submit your appeal use the checklist below to ensure that we can successfully create your appeal.

- Have you provided credit/debit card details?
- Have you enclosed a copy of your **Refusal Letter**?
- Have you enclosed a copy of the **Reasons for Refusal** which were attached to your Refusal Letter?
- Have you provided details of the **Grounds** of your appeal?
- Have you provided us with **Out of Time reasons** (if applicable)?
- Have you provided us with photocopies of your documents?  
(Do not send original documents e.g. Passport, Marriage/Birth certificate/ID Card)
- Have you completed **all** the relevant sections?
- Have you signed the relevant declarations at page 1, page 9, page 10 and page 11?

**Please Note:** Incomplete appeal forms will be returned to addressee.

## Appeal against a Decision of an Entry Clearance Officer (ECO) – Information sheet

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### Returning the form

- Please detach this information sheet to keep for your records; please do not send it with the completed form.
- You must send **all pages** of a completed form to the First-tier Tribunal in the United Kingdom together with your fee (if applicable) by providing us with your credit/debit card details on page 1.
- **Please note, we are unable to accept cash, cheques or American Express.**
- To avoid delays to your appeal, you can submit your appeal online (see link on top of page 1) where you can pay your fee using a debit or credit card.
- If you submit your appeal without payment details, the Tribunal will write to you with further instructions about how you can pay your fee. This will delay the processing of your appeal.
- Send your completed appeal form **together with the copy of your Refusal Letter** and any other documents to the First-tier Tribunal either by post to:

First Tier Tribunal Immigration and Asylum Chamber  
PO Box 11205  
LOUGHBOROUGH  
LE11 9PS

**Or you can FAX to:** 0044 (0)870 739 5996

- You can either post **or** fax your appeal but **do not do both**, as this could cause delays to your appeal and result in payment being taken more than once.

### Documents to send

You must provide:

- The **signed and completed Appeal Form (IAFT-2) for each person wishing to appeal**
- A copy of your **Refusal Letter** (if you do not send this you must explain why)
- **Photocopies** of any other documents in support of your appeal (in English or a certified translation)
- A completed **Application for Anonymity** form if you do not want the Tribunal to publish your name on any court documents which can be viewed publicly.

**Please do not provide any original documents** (e.g. Passports, Marriage/ birth Certificates, Identification cards).

Handling such documents results in a delay to our process. Alternatively, you can provide photocopies.

### 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 **letter** to:  
First Tier Tribunal Immigration and Asylum Chamber  
PO Box 11205  
LOUGHBOROUGH  
LE11 9PS

**Telephone:** 0044 (0)300 123 1711  
**By fax to:** 0044 (0)870 739 5895  
**By e-mail:** [customer.service@justice.gov.uk](mailto:customer.service@justice.gov.uk)

## IAFT-2

# Appeal against a Decision of an Entry Clearance Officer (ECO) – Paying your appeal fee

Unless your appeal is of a type exempt from payment, you are in receipt of Legal Aid or Asylum Support or support under Section 17 of the Children’s Act 1989, or you have applied for and received a fee remission under the Lord Chancellor’s exceptional power **you will need to pay a fee**. If you do not do so, your appeal will either be rejected or struck-out without a decision being made on it.

More information about the circumstances where you do not have to pay a fee can be found in our fees guidance leaflet T495 available from <https://www.gov.uk/government/collections/court-and-tribunal-forms>

To pay your fee using a payment card, please provide the details below. You should ensure that the payment card you provide has sufficient credit to cover the fee, which will be taken in Pounds Sterling. If your card is declined then your appeal will be delayed whilst we contact you for an alternative payment.

**Please note that as an alternative to sending this form to the Tribunal, you can lodge and pay your appeal online at <https://immigrationappealsonline.justice.gov.uk/IACFees>**

If you are unable to pay now using a payment card, you should send your appeal ensuring that you sign the declaration on page 9 to indicate that you understand that a fee is payable, and will pay the fee when given instructions to pay by alternative methods.

Tribunal staff, on behalf of the Lord Chancellor, will write to you once your appeal is received, providing you with details of the methods available for you to pay your fee.

**Please note we are unable to accept cash, cheques or American Express.**

### Payment card details

If you are paying your fee by payment card, please enter the details below. You should ensure that you enter them carefully since if the Tribunal is unable to process these details it could delay your appeal. **Do not send in your credit card details to us more than once** unless we write to you asking that you submit further card details to us.

Once your payment has been processed, the Tribunal will destroy your card details.

**By completing the details below, you authorise HM Courts and Tribunals Service to debit from the payment card the appropriate fee for your appeal.**

Signed (cardholder)  Date / /

Name

Email receipt required?  Email address

Card number  -  -  -

Name on the Card

Start date (mm/yy) /  Expiry date (mm/yy) /

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Form IAF-2

**Appeal against a Decision of an Entry Clearance Officer (ECO)**

**a. Do you want to have your appeal decided at an oral hearing or on the papers?** (tick one box)

**Oral Hearing** You should tick the 'oral hearing' box if you want to have an oral hearing that your representative plans to attend. You will need to pay the appropriate fee for an oral hearing.

**Paper Hearing** You should tick the 'paper hearing' box if no one will attend and you want to have your case determined on the papers provided. You will need to pay the appropriate fee for a paper hearing.

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

Sponsor  Your representative  
 Witness

**c.** Are you in receipt of legal aid funding? Please tick as appropriate.  Yes  No

Legal Aid Reference Number:

**d.** Are you paying for the appeals of any member of your family or anyone planning to appeal against an immigration decision?  Yes  No  
 (If yes, give details in the table below)

**You should note that the total fee you pay will be calculated by the Tribunal based on this information** (continue on a separate sheet if required).

Name	Relationship	Appeal number/ Post reference number

Please see page 1 for details of how to pay a fee

**For Staff Use Only**

Lord Chancellor's Certificate of Fee Satisfaction issued Date / /

No Lord Chancellor's Certificate of Fee Satisfaction issued Date / /

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## Form IAF-T-2

# Appeal against a Decision of an Entry Clearance Officer (ECO)

**Appeal Lodged:**  
(For FTT(IAC) use only)

**Type of Decision:** (tick one box)

**Settlement**

**Non Settlement**

**Family Visit**

### Section 1 – Personal Information

**a.** Family name or surname  
(for instance as shown on your passport)

**b.** Given or first name(s)  
(for instance as shown on your passport)

**c.** Title  Mr  Mrs  Miss  Ms or Other \_\_\_\_\_

**d.** Date of birth (Day/Month/Year) //

**e.** Gender  Male  Female

**f.** Address where you can be contacted.  
**Notice:** If you change your address, you **must** notify the First-tier Tribunal immediately in writing.

Postcode:

**g.** Appellant's email address

**h.** Nationality (if more than one, state all)

**Section 2 – Your ECO Decision** (refer to your Refusal Letter)

**a.** Is your refusal on a points based system (PBS)?  Yes  No

**b.** Post reference number

**c.** Name of decision making post

**d.** Method of service by ECO  Post  Fax/Personal service  
 Courier  Other (please specify)

**e.** Date you received your Refusal Letter / /

**f.** Date of application to ECO / /

**g.** Date of ECO Decision / /

**h.** If you are **not** sending in your Refusal Letter please explain why in this box:



### Section 3 – Your Appeal

Your appeal must be received at the **Tribunal via the address** shown on Part B of the information sheet not later than **28 Calendar days** after you receive the Refusal Letter from the Entry Clearance officer (ECO) or Secretary of State.

**a. Late appeal**

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 this 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 in the box below the reasons why you disagree with the decision on the Refusal Letter document.
- Include any information that has not been mentioned in the Refusal Letter 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?

Yes If yes, give details below

No

Date	Appeal number (if known)
□□ / □□ / □□□□	
□□ / □□ / □□□□	
□□ / □□ / □□□□	

**f.** Will anyone attending your oral hearing require an interpreter?  
**You should only request for an interpreter if an individual who cannot speak English will be attending to give evidence at your hearing.**

Yes If yes, give details in the table below

No

Who:	
Language:	
Dialect:	

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

## Section 4 – Your declaration

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

### Declaration by appellant

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

If a fee is payable for my appeal, if I have not provided fee payment or payment card details, I undertake to pay the fee in accordance with the instructions I receive from the Tribunal. I therefore apply for a Lord Chancellor's Certificate of Fee Satisfaction.

Signature:

Date:

/ / 

### Data Protection statement

For information on how HM Courts & Tribunals Service process and store your data visit:

[www.gov.uk/hmcts/privacy-policy](http://www.gov.uk/hmcts/privacy-policy)

### Applying for Anonymity

The Tribunal will publish your name on documents relating to your case which can be viewed publicly. 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 <https://www.gov.uk/government/collections/court-and-tribunal-forms> and should be completed and returned with this appeal form.

**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

Postcode:

d. Reference for correspondence

e. Telephone number

f. Mobile telephone number

g. Fax number

h. Email address

i. Legal Aid reference number

j. Legal Aid Area

**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:

Date:

**Legal Aid**

I, the representative certify that the appellant is in receipt of Legal Aid and is therefore exempt from paying a fee on this appeal.

Representative's Signature:

Date:

**Notice to representatives**

You must notify the First-tier Tribunal, and other parties, if you cease to represent the appellant. If the appellant changes representative, details of the new representative should be sent to the same address to which you are sending this form. Please give **the appellant's full name, address, and Post Reference number.**

## Section 6 – Sponsor Details (refer to guidance notes)

a. Family name or surname

b. Given or first name(s)

c. Title

Mr  Mrs  Miss  Ms or Other \_\_\_\_\_

d. Postal address for correspondence

Postcode:

e. Telephone / mobile number

f. Email address

I, the appellant / representative give authorisation for my sponsor to receive information relating to my appeal if enquiring by phone or in writing.

Yes  No

I understand that my sponsor will not be sent any Notices or Decisions relating to my appeal other than a Notice of Hearing.

Appellant's/Representative's  
Signature:

Date: / /

**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.**