



IAFT - 1

## Appeal an immigration or asylum decision

Use this form to appeal an immigration or asylum decision by the Home Office.

You can also appeal online – online appeals are quicker than paper appeals. [www.gov.uk/immigration-asylum-tribunal](http://www.gov.uk/immigration-asylum-tribunal)

### Time limit to appeal

#### If you are in the UK

This form must be received by the tribunal **no later than 14 days** from the date the Home Office decision letter was sent.

#### If you are outside the UK

This form must be received by the tribunal **no later than 28 days** from the date you left the UK, if the Home Office decision letter says **you must leave the UK before you can appeal**.

**In all other cases**, this form must be received by the tribunal **no later than 28 days** from the date you received the Home Office decision letter.

#### If there has been an administrative review

If there has been an administrative review, the time limit runs from the date of the administrative review decision or the date you withdrew the administrative review proceedings.

#### If you need help

Contact the First-tier Tribunal (Immigration and Asylum Chamber) if you have questions about your appeal, this form or how the tribunal works.

**The helpline cannot give you legal advice.**

**Email:**  
[contactia@justice.gov.uk](mailto:contactia@justice.gov.uk)

**Phone:**  
+44 (0) 300 123 1711  
(Monday to Friday,  
9am to 4pm)

If you think your appeal will not be received in time, you can find out how to explain a late appeal in Section 10 of this form.

### Guidance on completing this form

Use another sheet of paper if there is not enough space for you to say everything. Add your name at the top of any additional sheets.

Write clearly if you are completing this form by hand.

## Section 1 – Your information

### 1.1 Your details

Given names

Family name

Date of birth

Day

Month

Year

| | | | | | |

### 1.2 Your nationality

Nationality (if more than one, include all)

I do not have a nationality

If you do not have a nationality this is known as being stateless.  
You can still appeal if you do not have a nationality.

## Section 2 – Detention details

### 2.1 Are you currently in detention in the UK?

Yes

No. **Go to Section 5.**

### 2.2 Where are you detained?

The tribunal will use your detention location to:

- choose where your hearing will take place
- send any information or updates about your appeal

Add the name of the prison or immigration removal centre

**Note 2.2:** If you are not detained in a prison or immigration removal centre, give the name and address of where you are detained.

### 2.3 If you are in prison, what is your prisoner ID number?

## Section 3 – Custodial sentence

### 3.1 Are you serving a custodial sentence?

Yes

No. **Go to Section 4.**

### 3.2 When is your custodial sentence due to end?

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

## Section 4 – Bail application

### 4.1 Do you have a pending bail application?

Yes

Bail application number (if known)

No. **Go to Section 7.**

## Section 5 – How the tribunal will contact you

### 5.1 Your address

The tribunal will use the address you provide to:

- choose where your hearing will take place
- send documents about your appeal, including the appeal decision
- send any forms you need to complete
- send any other important instructions or appeal updates

It is very important that you provide an address where you can receive post from the tribunal during your appeal.

Address

Postcode (if you are in the UK)

### Note for Section 5

If any of your contact details change, you must contact the tribunal on:

+44 (0) 300 123 1711 or

[contactia@justice.gov.uk](mailto:contactia@justice.gov.uk)

## 5.2 Your email and phone number

Providing an email and telephone number will make it easier for the tribunal to contact you with questions about your appeal. The tribunal may also send updates about your appeal by email or text.

Email address

Phone number (include the country code if you are outside the UK)

## Section 6 – Location

### 6.1 Are you in the UK?

Yes. **Go to section 7**

No

### 6.2 Date you received the Home Office decision letter

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

### 6.3 Were you in the UK when you received the Home Office decision?

Yes. Date you left the UK after you received the decision

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

No

**Note 6.2:** If there has been an administrative review, you should give the date of the administrative review decision or the date you withdrew the administrative review proceedings.

## Section 7 – Sponsor

### 7.1 Do you have a sponsor?

Yes

No. **Go to Section 8**

### 7.2 What is your sponsor's name?

Given names

Family name

### 7.3 What are your sponsor's contact details?

Email address

Phone number

### 7.4 What is your sponsor's address?

First line of address

Second line of address

Town or city

County (optional)

Postcode

### 7.5 Do you agree to let your sponsor have access to information about your appeal?

Yes

No

**Note 7:** A sponsor is someone in the UK that is supporting your appeal. If you are in **detention**, please provide information of the person who will be responsible for paying the appeal fee on your behalf (if required or as appropriate).

**Note 7.5:** If you tick Yes, the sponsor may be used as an emergency contact and sent the request for a fee.

## Section 8 – Deportation and removal from the UK

This information helps the tribunal manage your appeal.

**8.1** Has a deportation order been made against you?

Yes

No

**8.2** Are there removal directions set for you?

Yes

No. **Go to Section 9**

**8.3** Date of removal (if known)

| Day | Month | Year |
|-----|-------|------|
|     |       |      |

**8.4** Time of removal (if known)

## **Section 9 – Home Office decision letter**

- 9.1** You must provide a copy of the Home Office decision letter along with this form, if you have it. Your appeal may be delayed if you do not include it.

If you cannot include the Home Office decision letter with this form, you must explain why.

## Section 10 – Decision type

### 10.1 How do you want the appeal to be decided?

I want the appeal to be decided **with a hearing**

A judge will decide your appeal at a hearing that you can attend in person or by video. The hearing is an opportunity to tell a judge why you think the Home Office decision you are appealing is wrong. If you have to pay, the fee is £140.

I want the appeal to be decided **without a hearing**

A judge will decide your appeal by only looking at the information and evidence you send the tribunal. If you have to pay, the fee is £80.

You may not have to pay the appeal fee.

**Go to Section 11** for ways to get support to pay the fee.



## Section 11 – Fee support

The tribunal charges a fee for some appeals. You may not have to pay some or all the fee if you are eligible for a fee remission or help with fees. If you are not eligible, you must pay the fee.

The tribunal will contact you after you send this form to tell you how to pay.

### 11.1 Fee remissions

You do not have to pay the fee if one of the following statements applies to you. This is called a fee remission.

#### Choose the statement that applies to you:

I get asylum support from the Home Office and my asylum support reference number is

For example: 23/12/123456

**Note 11.1:** You must include a copy of your asylum support letter, with this form.

If you do not know your asylum support reference number, contact Migrant Help on 0808 8010 503 or [proofofsupport@migranthelpuk.org](mailto:proofofsupport@migranthelpuk.org)

If you are appealing an asylum decision, you cannot select the option below.

I got a fee waiver from the Home Office for my application to stay in the UK

What is your fee waiver reference number?

**Note 11.1:** You must include a copy of your fee waiver letter with the form.

I get housing or other support from the local authority (section S17/S20 or Scotland/Wales/Northern Ireland equivalent).

You should have a letter from the local authority that says it will provide housing or support. You must send this letter to the tribunal along with this form.

If you do not have this letter, you should ask social services for a new letter that shows you receive support.

**If you choose any of the statements above, go to Section 12**

None of these statements apply to me. **Go to question 11.2**

## 11.2 Help with fees

If you are not eligible for a fee remission, you can apply for help with fees.

This is a tribunal programme that helps people to pay the fee if any of the following apply:

- you receive certain benefits
- you have little or no savings
- you are on a low income or have no income

Visit [www.gov.uk/get-help-with-court-fees](http://www.gov.uk/get-help-with-court-fees) to find out if you are eligible for help with fees and to download the 'EX160: Apply for help with fees' form.

If you want to apply for help with fees using the 'EX160: Apply for help with fees' form, send the completed form along with this appeal form.

**Note 11.2:** If you are applying outside of the UK, you are not eligible for Help with Fees.

### Select the statement that applies to you:

I have applied for help with fees online and my reference number is

|   |   |   |  |  |  |  |  |  |
|---|---|---|--|--|--|--|--|--|
| H | W | F |  |  |  |  |  |  |
|---|---|---|--|--|--|--|--|--|

I want to apply for help with fees and will send a completed 'EX160: Apply for help with fees' form along with this form

I am not eligible or do not want to apply for help with fees

## Section 12 – Late appeals

**12.1** How long you have to send the appeal to the tribunal depends on your circumstances.

If you think your appeal might be late, explain why and send any supporting evidence for your reasons along with this form.

### Note for Section 12

The time limits for returning your appeal are listed on the front page of this form.

If any evidence is not in English, you must provide a copy of the original document and a certified English translation.

List all the evidence you are sending in the space provided on page 12.

## Section 13 – Statement of truth

I believe that the facts stated in this form and any additional pages are true and complete.

Signature

### Note for Signature

Sign or type your name in the signature box.

Date

Day      Month      Year

|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|

Full name

## What documents are you sending with this form?

### Documents you must send:

a copy of the Home Office decision letter, if you have it

### Documents to send if relevant to your appeal:

a letter from the local authority to support a fee remission request

asylum support letter

fee waiver letter

a completed 'EX160: Apply for help with fees' form

evidence to support the reasons the appeal is late

If any evidence is not in English, you must provide a copy of the original document and a certified English translation.

List all the evidence supporting a late appeal you are sending with this form:

## **Applying for anonymity**

The tribunal may publish the names of people involved in this appeal on documents that can be viewed publicly.

If you do not want your name, or any other person's name, to be published, you can apply to the tribunal for anonymity. If a judge grants anonymity, the tribunal will remove the requested names from all published documents.

### **I want to apply for anonymity**

Add the reasons you want to apply for anonymity. A judge will decide to grant or refuse anonymity based on the information you provide here.

## How to send the form

You can **email or post** this form to the tribunal. If you are in detention, you can ask a staff member to help you.

Send the completed form and any supporting evidence using one of the options below.

### Email address

[Appealia@Justice.gov.uk](mailto:Appealia@Justice.gov.uk)

### Postal address

First-tier Tribunal (Immigration and Asylum Chamber)  
PO Box 11205  
Loughborough  
LE11 9PS  
United Kingdom

You should keep a version of everything you send the tribunal, if you can. The tribunal will accept copies of original documents.

## What happens next

If you have asked for support to pay the fee, the tribunal will check the information you sent and let you know if you need to pay a fee. This should be **within 2 weeks** but it might take longer.

If you need to pay a fee, the tribunal will contact you with details on how to pay.

The tribunal may also contact you if more information is needed about your appeal.

If no further information is needed, the tribunal should contact you **within 4 to 8 weeks** of receiving this form to tell you what to do next but it might take longer.

You can find out more on: [www.gov.uk/immigration-asylum-tribunal](https://www.gov.uk/immigration-asylum-tribunal)