



International Student Advice Team
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Administrative Review FAQs

(Updated in Sep 2016)

I have received a letter saying my visa application was unsuccessful but I think the Home Office have made a mistake. What should I do?

Please contact the International Student Advice Team and email us a copy of the refusal notice before you do anything else.

If my Tier 4 visa extension application is refused can I appeal?

No. There is no right of appeal against a refusal. However, you may have a right to request that the decision is reviewed. This is called an “Administrative Review”. You can apply for an administrative review of the decision if you believe that it is incorrect because of a factual error e.g. the caseworker has made an error in applying the immigration rules and/or the Tier 4 guidance or has incorrectly assessed your supporting documents when reaching a decision about your application (such as calculating the amount of money you need incorrectly).

Can the International Student Advice Team help me with this?

Yes we can advise you if there are grounds for a successful administrative review and support and assist you throughout the process.

How do I make an application for administrative review?

Applications can be submitted online within 14 calendar days of the date that the decision is received by you (usually taken to be 2 working days after the date of the refusal letter). In exceptional circumstances it may be possible to make an application outside of the 14 day deadline. You can discuss your situation with one of the International Student Advisers.

How much does an administrative review cost?

The fee for each administrative review is £80 (any dependants who applied at the same time and have also been refused can be included on the same application at no extra charge). This fee will be refunded to you if the administrative review is successful.

Am I legally allowed to remain in the UK?

During the 14 day period that you can make an administrative review, you remain lawfully in the UK and continue to do so until your administrative review has been decided.

How long does an administrative review take?

Usually 28 days from the submission of your online application.

If I applied for an extension of my Tier 4 immigration permission after my last period of immigration permission had already expired, can I still request an administrative review if the application is refused?

Yes you can request an administrative review in this situation if you believe that the Home Office have made a mistake. However you should speak to an International Student Adviser about your situation before doing so.

What will happen if my application for administrative review is successful?

If your application for administrative review is successful, the Home Office will withdraw the original decision to refuse your application and you should then be granted leave to remain and be issued with a Biometric Residence Permit (BRP) visa card.

What happens if my application for administrative review is unsuccessful?

If the Home Office refuses your application for administrative review, you should contact one of the International Student Advisers to discuss your options.