

## Student Request for Review

Before completing this form, please ensure that you have read the **Student Visa Sponsorship Policy**.

Your appeal must be submitted within **10 working days** of the email notification informing you of the decision taken.

**Current students** must email the Assistant Head of Visa Compliance, [studentvisa@greenwich.ac.uk](mailto:studentvisa@greenwich.ac.uk). **New Applicants** must email the Deputy Head of International: Operations, [casrequests@greenwich.ac.uk](mailto:casrequests@greenwich.ac.uk).

### IMPORTANT:

**Your request for review should only be sent if there is relevant information or evidence that could not be presented at the time the original decision was made. Your request is unlikely to be considered if no new evidence is provided.**

**You must provide the newly available evidence as part of your review request.**

### 1. Personal Information:

First name	
Surname	
Banner ID	
Programme of Study	
Year/Stage of Study	
University Email Address	
Personal Email Address*	
UK Telephone Number*	
<i>*If any of the above differs to that which is shown on Banner, you must also update your details on the portal.</i>	

### 2. Reason for Review:

You have the right to request a review on the following grounds. *\*Please tick one of the below and enter the date you are submitting your request to us:*

<input type="checkbox"/>	New Applicant CAS request refused
<input type="checkbox"/>	CAS request for visa extension not granted

	Withdrawal of Student Visa Sponsorship
	Withdrawal from the University*
*Reason for withdrawal:	

Date review request submitted:	
--------------------------------	--

### 3. Further details:

Please give an explanation below as to why you are requesting a review and any information which is relevant to your case. We will only review a decision if it is based on newly available evidence.

*Note: It is important that only relevant information is included and to keep the information factual and concise.*

**IMPORTANT:** If you have been withdrawn from the University and/or Student Visa Sponsorship was withdrawn, it is likely that you received multiple communication attempts from the Visa Compliance Team. You must also outline in the section below the reason why you were not able to respond to these communications from the Visa Compliance Team prior to your withdrawal.

--

#### **4. Associated evidence:**

You must provide relevant and sufficient evidence as part of your review request.

*Note: attached evidence should be relevant to your review only. You do not need to provide original ID/visa documents unless necessary for your case.*