

Visa Refusal Immediate Action Checklist

Use immediately after receiving a refusal decision.

Urgent checklist | Prepared by Okapi Migration Services

How to use this resource

Use this document as a preparation and discussion tool. Tick items that are available, mark items requiring action, and record questions for your migration professional. Not every item will apply to every matter.

Preparation checklist

☐	1. Record the date and method of notification	Status / notes
☐	2. Read the complete decision letter	Status / notes
☐	3. Identify any review rights	Status / notes
☐	4. Record the exact review deadline	Status / notes
☐	5. Check who is entitled to apply for review	Status / notes
☐	6. Preserve the original application and attachments	Status / notes
☐	7. Identify the refusal criteria and findings	Status / notes
☐	8. Collect evidence addressing each finding	Status / notes
☐	9. Do not lodge a new application without advice	Status / notes
☐	10. Obtain urgent professional advice	Status / notes

Questions and issues to discuss

1.	
2.	

3.	
4.	
5.	

Important

This resource is general information only. It is not legal advice or personalised immigration assistance. Visa criteria, forms, fees, policy and procedures can change. Check the Department of Home Affairs and Administrative Review Tribunal websites where relevant, and obtain advice tailored to your circumstances before acting.