

Administrative Review Tribunal Preparation Guide

A practical preparation planner for migration review matters.

ART preparation | 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. Confirm review jurisdiction and validity	Status / notes
☐	2. Record strict application deadline	Status / notes
☐	3. Keep decision letter and application record	Status / notes
☐	4. Identify each disputed finding	Status / notes
☐	5. Prepare chronology and issue list	Status / notes
☐	6. Gather new and existing evidence	Status / notes
☐	7. Prepare witness statements where relevant	Status / notes
☐	8. Update the Tribunal promptly	Status / notes
☐	9. Prepare for a hearing if one is scheduled	Status / notes
☐	10. Review current ART procedures and directions	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.