



拒签咨询资料整理清单

将决定信、原申请及时间线集中整理，再讨论下一步。

01 保存决定文件

- ☐ 保存完整决定信，记录收到时间与方式。
- ☐ 标出列明的理由及回复日期，保留原文件。

02 整理原申请记录

- ☐ 找到实际提交的表格、材料与解释信。
- ☐ 按日期整理补料要求、回复及往来信函。

03 建立时间线

- ☐ 记录递交、要求、回复与决定的日期。
- ☐ 另行记录当前身份到期日及通知中出现的期限。

04 准备咨询问题

- ☐ 列出不理解的决定内容，以及递交后发生的相关变化。
- ☐ 询问资料缺口、适当协助范围及有时限的事项。

本清单不建议具体上诉、复核或重新申请方案。适当步骤取决于决定与实际情况。联邦法院事务须由具备相应资格的法律顾问处理。预约前请说明临近期限。

准备好讨论您的计划了吗？

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Refusal consultation: document organizer

Keep the decision, submitted application and timeline together before discussing next steps.

01 Save the decision

- ☐ Keep the complete decision letter and note when and how it was received.
- ☐ Highlight stated reasons and any response dates without changing the original file.

02 Collect the submitted record

- ☐ Locate the forms, documents and explanations actually submitted.
- ☐ Keep information requests, responses and correspondence in date order.

03 Build a timeline

- ☐ Record submission, requests, replies and the decision with dates.
- ☐ Separately note current status expiry and any deadline appearing in a notice.

04 Prepare your questions

- ☐ List what you do not understand about the decision and what has changed since applying.
- ☐ Ask about missing information, the appropriate scope of assistance and time-sensitive issues.

This organizer does not recommend an appeal, review or new application. Appropriate steps depend on the decision and circumstances. Federal Court matters require appropriately qualified legal counsel. Flag approaching deadlines before booking.

Ready to discuss your plans?

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