

Dear Sir/Madam

Name

Date of Birth

Nationality

You have requested an appointment to attend the Asylum Screening Unit, in order to claim asylum in the United Kingdom (UK).

The following appointment has been made for you:

Place: Asylum Screening Unit, 3rd Floor, Lunar House, 40 Wellesley Road, Croydon

At On

You have requested that this interview be conducted in **<insert language>**. If you do not want to be interviewed in this language or there has been an error please contact us on **020 8196 4524** as soon as possible so that alternative arrangements can be made.

You must attend at this time and date in order for your asylum claim to be recorded. **You should telephone the UK Border Agency as soon as possible on 020 8196 4524 if you cannot attend your appointment.**

When you attend the Asylum Screening Unit you must bring this letter with you. This letter will inform the officer on duty of your appointment.

Any dependants you wish to add to your claim (e.g. spouse, child) should attend the appointment with you.

You should also bring with you your passport, travel documents or identity cards for yourself and any dependants.

You should also provide documentary printed evidence of your current accommodation that clearly displays your full name and address in the United Kingdom (such as: recent bank statements, tenancy agreement, electricity/water bills, etc).

If you are living in another person's house (e.g. friend or relative), then you should bring a letter (no older than 3 months) from the householder stipulating their permission for you to reside there, along with documentary evidence such as a bank statement, council tax demand (as per above) which shows his/her full name and address.

It should be noted that the UK Border Agency does not reimburse travel expenses. The process can be lengthy (taking most of the day) and there is a possibility of detention. You are advised to take this into consideration when purchasing return rail tickets.

Please find enclosed a self completion– background information form that you should read carefully and complete to the best of your ability. You should give it to the Screening Officer when you attend for your appointment.

Depending upon your individual particulars you should be aware that you may be detained.

Yours faithfully

Asylum Screening Unit