



ASU APPOINTMENT BOOKING FORM

Date of call	
Time of call	

OFFICER ACTIONS:

1. Greeting
2. Ask the applicant if they have ever claimed asylum in the UK before? If they are a repeat applicant advise them that they will not need to attend the ASU but should contact their caseowner directly.
3. Confirm that the caller can understand English
4. Record the following details:

FULL NAME		
NATIONALITY		
DATE OF BIRTH		
LANGUAGE PREFERENCE FOR INTERVIEW		
NUMBER OF DEPENDANTS		
UK ADDRESS		Representatives Address
CONTACT NUMBER		
Date of interview		Time

5. Inform the applicant of date and time. Also that a letter will be sent to them via post and this will detail the time and date of their appointment and that in the event the letter does not arrive before the appointment (i.e. postal strike) they should still attend. Applicants should inform the UK Border Agency if they are unable to attend as soon as possible. Missed appointments will delay their application being recorded.
6. Book appointment and file booking form.