



Reconsideration Request — Document Checklist

For applicants asking IRCC to reconsider a refusal. A reconsideration asks the same office to re-open its decision — it is discretionary and works best when there is a clear error or important new information.

Reconsideration is discretionary and is not a substitute for an appeal or judicial review. The Federal Court's deadlines continue to run while you wait for a reply — get advice before relying only on a reconsideration.

How to use this: Tick each box as you gather the document. Bring the completed file to your CHK consultation so we can review it before you submit.

Understand your options first

- Reconsideration — ask the deciding office to re-open the decision
- Fresh application — reapply with a stronger, corrected file
- Appeal (where available) or judicial review at the Federal Court

Get the refusal on paper

- The full refusal letter with every checked reason
- GCMS / ATIP notes with the officer's detailed reasoning
- A complete copy of your original submission

Grounds for reconsideration (tick what applies)

- A clear error of fact or law by the officer
- Evidence that was on file but appears not to have been considered
- New, material information that was not previously available
- A procedural fairness problem in how the decision was made

Build the request

- A concise reconsideration letter identifying the specific error or new information
- Your application / UCI number and the decision date
- Copies of the exact evidence you are relying on
- Any new supporting documents, clearly labelled
- A short index listing everything enclosed

Protect your other remedies

- Track Federal Court judicial-review deadlines in parallel — they keep running
- Do not rely on a reconsideration alone if a filing deadline is approaching