Lost passports – what to do if your passport is lost or stolen

This information is only applicable to University of Bristol students.

What to do if your passport is lost or stolen

If you are in the UK, you will need to;

1) report it to the police and obtain a police report/crime reference number; www.reportmyloss.com

2) Apply for a new passport at your embassy. The Foreign & Commonwealth Office lists the addresses and contact details for all embassies in the UK on their website: www.gov.uk/government/publications/foreign-embassies-in-the-uk

3) If your student visa was in the form of a sticker in your passport, you need to apply to transfer your old visa to a Biometric Residence Permit (BRP) card. You will need to fill out an application form - the Transfer of Conditions 'TOC' form www.gov.uk/government/publications/application-to-transfer-visa-to-biometric-residence-permit-form-toc. As part of this application you will need to provide your biometric information. Postal applications cost £183 and can take several months to be processed. If you apply in person (premium), you can get your passport back on the same day and your BRP card will be posted to you within around 10 days. Premium applications cost £583. For further guidance as well as the form see the Home Office website - www.gov.uk/transfer-visa

What to do if your visa is about to expire

If your immigration permission was about to expire (within 4 weeks of you losing your passport or ID card) you don't need to apply for a TOC, instead you can make a new application to extend your stay in the UK. For guidance go to applying for a Tier 4 visa in the UK www.bristol.ac.uk/international-office/visas-immigration/

If you are outside the UK, you will need to;

1) Report your passport as lost or stolen to the local police and obtain a police report.

2) Contact your embassy to obtain a temporary passport to return to the UK. Embassies have different processes to enable you to travel so contact your embassy to find out what you need to do.

3) If your visa was in the form of a sticker in your passport you will need to apply for permission to return to the UK. You will need to complete a Tier 4 application form again and apply for permission to return to the UK in the same way that you applied for a visa to come to the UK. You will have to pay the full application fee but you do not need a new CAS and you will not need to show financial documentation unless it is specifically requested. You will need your police report and evidence that you are still a Bristol student. Ideally this will be an original letter from Bristol. You can read the internal guidance on the Home Office website: www.gov.uk/transfer-visa

Please see the Home Office website for further details about the BRP cards:
www.gov.uk/transfer-visa