

Applying for a replacement BRP card

- ✓ You should complete the [BRP\(RC\) form online](#) in order to report your lost BRP card and apply for a replacement BRP card. It will take approximately 8 weeks to receive your new BRP card.

Documents that will be required for your replacement application

- ✓ Passport - you do not need to include your passport with your supporting documents if you are applying to replace a lost/stolen BRP and no other details have changed, and your last BRP card was issued no more than 2 years ago.
- ✓ Police report/reference number – if you have reported that your BRP was lost or stolen to the police in a police station (usually only if lost overseas) or online, you should include a copy of the police report if you were issued with one and an official translation if this is not in English. If the police did not issue you with a police report, you should include the police reference number in the application.
- ✓ Identity and term-time address confirmation - you will need to confirm your identity and address by sending documents with your name and address. You can request a student status letter from your [faculty office](#).
- ✓ Consent form – you will need to print this off, sign it and upload it with your other supporting documents. Note - you only need to include the signed third-party consent document if your proof of address (or any of your other evidence) is in the name of you *and* another person. In this case, they will need to agree to, and sign, the consent form.

Online form

- ✓ Complete your personal details exactly as they are in your passport.
- ✓ For the question '**Your visa or leave**'
 - Select 'Entry clearance' if your full immigration permission is on a vignette (sticker) in your passport
 - Select 'Leave to enter' if your full immigration permission is on a BRP card which you applied for from overseas
 - Select 'Leave to remain' if your full immigration permission is on a BRP card which you applied for in the UK.
- ✓ When asked for your postal address, you should enter the Student Visa Services address and then your new BRP will be delivered to us and we can check that it is correct when it arrives:

C/O S Sherwin / K Videnskaya
Student Visa Services
University of Bristol
5 Tyndall Avenue
Bristol BS8 1UD

- ✓ Submit your application and pay the fee
- ✓ Download and save the UKVI document checklist
- ✓ Download and save the consent form

Booking an appointment to enrol biometrics and uploading your documents

- ✓ To complete your application – book an appointment for biometrics and upload your documents
 - Follow the Sopra Steria instructions online, create an account and log in. At the point of creating a password you will need to 'accept cookies' at the top of the screen, if you do not do this you cannot proceed.
 - Choose a UK Visa and Citizenship Application Service (UKVCAS) service point location
 - Enter your postcode at www.ukvcas.co.uk/locations to see the service point locations
 - You can select either:
 - One of the 6 core service centres – offering some free appointments (nearest is Cardiff) OR
 - An enhanced service centre (nearest is Bradley Stoke) – appointments from £60
 - Be aware that at all locations – high demand, evening, weekend and short notice appointments will be charged a higher fee starting from £100
 - Choose an appointment
 - View free ones OR
 - Click into appointment times to view the cost of the appointment
 - Place order – without selecting additional services
 - Go to checkout and place your order (i.e. book your appointment)
 - Upload your documents
 - Upload the documents applicable to you into the following categories:
 - Proof of Identity/Travel History – your passport (if required)
 - Other – Home Office consent form/police report
 - Residence in the UK – e.g. student status letter stating UK term-time address or other proof of UK address
 - If you do not upload your documents prior to your appointment, you can upload them at your appointment but there may be a fee for this service

After you have submitted your online application and made an appointment

- ✓ please email student-visa-advice@bristol.ac.uk attaching a copy of:
 - the UKVI document checklist (that you downloaded at the end of your application)
 - your appointment details
 - please entitle your email **BRP replacement application** and include your student number

This means that we will then know when to expect your new BRP card and when we receive it we will check it for errors and email you to come and collect it.

Attending your appointment

- ✓ When you attend your appointment
 - Take the following:
 - Document checklist and documents listed on the checklist that you uploaded
 - Confirmation of appointment – the email you received from Sopra Steria and the attachment containing a barcode
 - The documents that you uploaded – in case of technical problems and they are required for re-uploading
 - Your passport or other form of ID