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**'

    o Select 'Entry clearance' if your full immigration permission is on a vignette (sticker) in your passport

    o Select 'Leave to enter' if your full immigration permission is on a BRP card which you applied for from overseas

    o 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 your UK accommodation address, **including your room number,** if applicable.
✓ 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

    o 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.

    o 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

    o 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)

    o Upload your documents
        ▪ Upload the documents applicable to you into the following categories:
            o Proof of Identity/Travel History – your passport (if required)
            o Other – Home Office consent form/police report
            o 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:
    o the UKVI document checklist (that you downloaded at the end of your application)
    o your appointment details
    o please entitle your email **BRP replacement application** and include your student number

Attending your appointment

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