



## BIOMETRIC RESIDENCE PERMITS (BRP) COLLECTION

### DO I NEED TO COLLECT MY BRP?

Yes. If you do not collect your BRP within 10 days of arrival in the UK you may be subject to a financial penalty or cancellation of your leave.

### WHEN CAN I COLLECT MY BRP?

Your decision letter will tell you the date from which your BRP will be available for collection.

### WHAT DO I NEED TO TAKE TO COLLECT MY BRP?

You must bring with you

1. The passport or travel document which contains your 30 day visa.
2. Your decision letter.

### WHERE DO I COLLECT MY BRP?

See the Post Office website at [www.postoffice.co.uk](http://www.postoffice.co.uk). Click on the red 'Branch Finder' link at the top right of the screen. Enter your location then select the red 'Refine branch services (optional)' link. Tick the box to refine your search to branches which offer the BRP Collection Service (under the 'Identity and Licenses' heading). You can use Google Maps [www.google.co.uk/maps](http://www.google.co.uk/maps) to get directions to the Post Office.

### WHAT DO I DO AFTER I HAVE COLLECTED MY BRP?

You must check your BRP carefully when you receive it, to make sure that all the details on it are correct. If you find a mistake, you must report it online at [www.gov.uk/biometric-residence-permits/report-problem](http://www.gov.uk/biometric-residence-permits/report-problem) within 10 working days of receiving your BRP.

### WHAT DO I DO IF THERE IS A CHANGE IN MY CIRCUMSTANCES?

You must inform the Home Office immediately if any of your personal details have changed (for example your address). Changes must be reported on-line ([www.gov.uk/change-circumstances-visa-brp](http://www.gov.uk/change-circumstances-visa-brp)).

### WHAT TO DO IF MY BRP IS LOST/STOLEN OR DAMAGED?

If you have lost your passport, visa/vignette or BRP, please visit [www.uws.ac.uk/international/visas-immigration-atas/information-for-current-students](http://www.uws.ac.uk/international/visas-immigration-atas/information-for-current-students)

Please note that the instructions you need to follow are different depending on whether your documents are lost/stolen inside or outside the UK.

If you lose your BRP, please take action as soon as possible, as you may be fined if you do not apply to replace your BRP within 1 month.

Please contact International Student Support if you need assistance replacing your lost or stolen documents ([internationaladvice@uws.ac.uk](mailto:internationaladvice@uws.ac.uk)).