



Student
Services



International Student Support

How to Guide

Replace lost passport/visa/BRP

I am outside the UK and my passport is lost/stolen

If you lose your passport, or it is stolen, you will need to report this to the police in the country where you are now and make an application for a replacement passport. You should contact your country's embassy, consulate, or high commission in the country where you are now for information on how to obtain a replacement passport. It is possible that there may be a considerable wait to obtain a replacement passport or travel document. This is not something which International Student Support can influence.

I am outside the UK and my vignette is lost/stolen

If you apply for a visa outside the UK and you will be **studying for more than 6 months**, you will be issued with a vignette (sticker inside your passport) for 30 days and then told to collect a BRP. **If you have not yet travelled to the UK to collect your BRP**, and you lose your passport and vignette, you can request a "Transfer of Conditions (Vignette transfer)" ([click here for current application fee](#)) by following the steps below:

1. Report the loss or theft of your passport to the local police and get a police report or crime reference number
2. Obtain a new passport (see above)
3. Apply online for a vignette transfer; www.visa4uk.fco.gov.uk/home/welcome

Select:

- Reason for visit: Other
- Visa type: Others
- Visa sub type: Vignette transfer

If you applied for a visa outside the UK and your **course duration is 6 months or less**, you would have been issued with a vignette (sticker inside your passport) **for the duration of your studies**. You can request a "Transfer of Conditions (Vignette transfer)" ([click here for current application fee](#)) by following the steps below:

1. Report the loss or theft of your passport to the local police and get a police report or crime reference number
2. Obtain a new passport (see above)
3. Apply online for a vignette transfer; www.visa4uk.fco.gov.uk/home/welcome

Select:

- Reason for visit: Other
- Visa type: Others
- Visa sub type: Vignette transfer

You do **not** need to request a new CAS but you should provide a Tier 4 Student Status letter from Banner, along with your police report and a copy of your previous vignette (if you have it).

I am outside the UK and my BRP is lost/stolen

A BRP (Biometric Residence Permit) is a credit card sized visa. If your BRP is lost or stolen outside the UK you must report the loss then apply for a "Single-entry visa to replace a Biometric Residence Permit (BRP)" ([click here for current application fee](#), standard processing time 1-2 weeks). Once you return to the UK, you are then required to apply for a full replacement BRP. You must apply for a full replacement BRP card within 1 month. Please follow the steps below:

1. Report the loss or theft of your BRP to the local police and get a police report or crime reference number
2. Report your lost or stolen BRP online at <https://www.biometric-residence-permit.service.gov.uk/lost-stolen/where>
3. Apply online for a vignette transfer; www.visa4uk.fco.gov.uk/home/welcome

Select:

- Reason for visit: Other
 - Visa type: Others
 - Visa sub type: Replacement Biometric Residence Permit
4. Return to the UK.
 5. Apply for full replacement online by completing application BRP(RC); <https://visas-immigration.service.gov.uk/product/biometric-residence-permit-replacement-service>
 6. The application form will ask "Have you obtained settlement or been given indefinite leave to enter or remain in the UK?" If you have a Tier 4 visa, the answer is No.
 7. International Student Support can check your application for you, please use our contact details to book an appointment. Fill in as much of the application as you can and **STOP before you sign the declaration**

You do **not** need to request a new CAS but you should provide a Tier 4 Student Status letter from Banner, along with your police report and a copy of your previous BRP (if you have it).

I am inside the UK and my passport is lost/stolen

If you lose your passport, or it is stolen, you will need to report this to the police in the country where you are now and make an application for a replacement passport. You should contact your country's embassy, consulate, or high commission in the UK for information on how to obtain a replacement passport.

It is possible that there may be a considerable wait to obtain a replacement passport or travel document. This is not something which International Student Support can influence.

I am inside the UK and my vignette is lost/stolen

If you applied for a visa outside the UK and **your course duration is 6 months or less**, you would have been issued with a vignette (sticker inside your passport) **for the duration of your studies**. You can request the transfer of your vignette to your new passport by applying for a Transfer of Conditions (TOC) ([click here for current application fee](#)) by following the steps below:

1. Report the loss or theft of your passport to the local police and get a police report or crime reference number
2. Obtain a new passport (see above)
3. Apply for a Transfer of Conditions (TOC) using the link <https://visas-immigration.service.gov.uk/product/biometric-residence-permit-replacement-service>
4. International Student Support can check your application for you, please use our contact details to book an appointment. Fill in as much of the application as you can and **STOP before you sign the declaration**.

You do **not** need to request a new CAS but you should provide a Tier 4 Student Status letter from Banner, along with your police report and a copy of your previous vignette (if you have it).

I am inside the UK and my BRP is lost/stolen

A BRP (Biometric Residence Permit) is a credit card sized visa. If your BRP is lost or stolen inside the UK you must report the loss and apply for a "replacement BRP" as soon as possible and within one month at the latest ([click here for current application fee](#)). The standard processing time is 6-8 weeks. You can pay for a faster service by selecting the "Super Priority service", however this is very expensive ([click here for current application fee](#)).

Please follow the steps below:

1. Report the loss or theft of your BRP to the local police and get a police report or crime reference number.
2. Apply online by completing application BRP(RC); <https://visas-immigration.service.gov.uk/product/biometric-residence-permit-replacement-service>
3. The application form will ask "Have you obtained settlement or been given indefinite leave to enter or remain in the UK?" If you have a Tier 4 visa, the answer is No.
4. International Student Support can check your application for you, please use our contact details to book an appointment. Fill in as much of the application as you can and **STOP before you sign the declaration.**

You do **not** need to request a new CAS but you should provide a Tier 4 Student Status letter from Banner, along with your police

report, proof of address and a copy of your previous BRP (if you have it).

International Student Support Contact Details

Telephone: 0141 848 3800 (the Hub)

E-mail: internationaladvice@uws.ac.uk

To Book an Appointment:
phone 0141 848 3800

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