

How to Guide: Replace a Lost Vignette/BRP

My vignette (visa inside passport) has expired outside the UK

If your 90 day vignette has expired before you have been able to travel to the UK you must apply for a new vignette. Please wait until you are certain you intend to travel before applying. Visit the [Home Office website](#) and select "BRP Vignette Transfer." When asked the category of application, select "To transfer or replace your visa (vignette)." Visit the [Home Office website](#) for the current application fee.

My passport and vignette are lost/stolen outside the UK

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. There may be a considerable wait to obtain a replacement passport. International Student Support are unable to speed up this process.

Once you have your new passport, visit the [Home Office website](#) and select "BRP Vignette Transfer." When asked the category of application, select "To transfer or replace your visa (vignette)." Visit the [Home Office website](#) for the current application fee.

My BRP is lost/stolen outside the UK

If your BRP (Biometric Residence Permit) is lost or stolen outside the UK you must report the loss then apply for a single-entry visa. 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 on the [Home Office website](#)
3. Visit the [Home Office website](#) and select "BRP Vignette Transfer". When asked the category of application, select 'A replacement biometric residence permit (BRP) visa'.
4. Return to the UK and follow the instructions in the section below "My BRP is lost/stolen inside the UK"

My vignette is lost/stolen inside the UK

If you applied for a visa outside the UK and your course duration is 6 months or less, you will have a vignette (visa 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 BRP to replace your vignette (visit the [Home Office website](#) for the current application fee). Please follow 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 by contacting your Embassy/Consulate
3. Apply for full replacement on the [Home Office website](#) by completing the online application
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 Student Visa Status letter from Banner, along with your police report and a copy of your previous vignette (if you have it).

My BRP is lost/stolen – inside the UK

If your BRP (Biometric Residence Permit) is lost or stolen inside the UK, you must report the loss and apply for a "replacement BRP" 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 (visit the [Home Office website](#) for the 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 for full replacement on the [Home Office website](#) by completing the online application
3. 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 Student Visa Status letter from Banner, along with your police report and a copy of your previous BRP (if you have it).

International Student Support Contact Details

E-mail: internationaladvice@uws.ac.uk

To book an appointment call the Hub on +44 (0)141 848 3800

Further guidance is available on the [UKCISA website](#).