

Applying for a replacement BRP

Online application form guide

This guide provides step-by-step guidance for students applying for a replacement BRP from within the UK.

Getting started

How long it takes you to complete the application will depend on your particular situation. You will be able to save your application and come back to it at another time if you need to (click 'Return to this application later'). If you are inactive for 25 minutes you will automatically be logged out.

Answer each question fully and truthfully. Failure to declare something on your form may be seen by UKVI as deception, and may result in this application (and possible further applications) being refused. Providing the correct information will not automatically lead to a refusal.

If you are not sure how to answer a question contact us at visaadvice@exeter.ac.uk

The online application form is accessed [here](#).

Read the information in the introductory screen.

BETA This is a new service.

Update, replace or transfer - biometric residence permit or card

Use this form if you are in the UK and you want to update, replace or transfer your biometric residence permit (BRP) or your biometric residence card (BRC).

Select the category of application below for more information on who can apply:

[Update, replace or transfer your biometric residence permit \(BRP\)](#)

[Update or replace your biometric residence card \(BRC\)](#)

How to apply

To apply for a replacement BRP or BRC you need to:

- fill in the application form
- have your documents ready
- pay the application fee
- have your biometrics taken (fingerprints and a photo)


You will need to complete a new application for each dependant applying for a BRP or BRC.

You will be able to save your application and come back to it another time if you need to.

How we use your data

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Border, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Apply now



Click on 'Apply now' to begin your application.

Start: your location

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

Your location

Are you currently in the UK?

Yes No

Confirm you are currently in the UK.

Save and continue

IMPORTANT:
This form and guide is only for people applying to replace their BRP within the UK.

Register your email

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Register an email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Emails sent to this address may contain personal sensitive information. We will send a verification email to this email address. This email address must be verified by clicking the link in the verification email before the application can be submitted

Email address

Create a password

Your password must be 10 characters or longer and must contain at least 3 of the following:

- uppercase letter
- lowercase letter
- a number
- a symbol

Repeat your password

Save and continue

Enter a valid email address and create a secure but memorable password.

You will be emailed a link to log back into your account. Keep this email safe to avoid having to start your form all over again!

Registration email address

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Registration email address

Who does this email belong to?

[Redacted]

- The applicant
- An immigration adviser based in the UK
- Someone else

Save and continue

Cancel

Once you have clicked the verification link in the email sent to you and logged back into your account, you'll see this page.

Select 'The applicant.'

Immigration advisor

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Immigration adviser

Do you have an immigration adviser based in the UK?

Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click [here](#).

- Yes No

Save and continue

Answer 'No' to having an immigration advisor, unless you are receiving advice from a registered immigration advisor outside of the University.

Category of application

1. Start 2. Application 3. Documents 4. Declaration 5. Pay 6. Further actions

Category of application

Select what you are applying for:

[What is a biometric residence permit \(BRP\) and a biometric residence card \(BRC\)?](#)

To update, replace or transfer your **BRP**

To update or replace your **BRC**

! You cannot use this service if either of the following apply:

- you only hold an eVisa (a digital record of your immigration status) and do not have a BRP or BRC as evidence of your current immigration status
- your BRC was issued as evidence of your right of residence under the European Economic Area (EEA) regulations (including if you are a non-EEA family member) and you have not been granted settled or pre-settled status under the EU Settlement Scheme. BRCs can only be upgraded once settled or pre-settled status under the EU Settlement Scheme has been granted.

[Sign into your UK Visas and Immigration account](#) if you need to update the details on your eVisa.

Save and continue

Answer 'To update, replace or transfer your BRP.'

After this stage you will be asked to check your answers. If all is correct, click 'Continue'. You have the opportunity to change any incorrect answers.

2. Application: your name

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Your name

Enter your name as shown on your passport or travel document. Use the English spelling of your name where provided.

If you do not have a biometric residence permit or immigration document, enter your name as shown on your current passport or travel document. For recognised refugees, stateless persons or beneficiaries of humanitarian protection without these documents, enter the name by which the Home Office knows you.

Title

Given name(s)

Family name

[I am not sure how to enter my name](#)

Save and continue

Answer the questions about your names, exactly as they appear on your passport or travel document. Also include any other names you have been known by.

Your name's contact email

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

■■■■■■■■■■'s contact email

Can we use this email address to contact you?

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a [biometric residence permit \(BRP\)](#) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes. [Find out how to change your details here.](#)

Yes No

Save and continue

Answer 'Yes' to the question 'Can we use this email address to contact you?'

Your name's telephone number

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

■■■■■■■■■■'s telephone number

Provide your telephone number

Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. [Find out how to change your details here.](#)

I cannot be contacted by telephone

Where do you use this telephone number?

You can select more than one option

For use whilst in the UK

For use whilst out of the UK

[Save and continue](#)

Enter the
telephone number
that you use within
the UK.

Your name's postal address

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

■■■■■■■■■■'s postal address

Provide your postal address

We may use this address to send sensitive personal information and important documents such as your [biometric residence permit](#). If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use it to contact you about your immigration status after your application has been decided.

You must notify us immediately if your postal address changes. [Find out how to update your details here](#)

If you live in a flat and your flat number is not showing when using the postcode lookup, enter your address manually.

Enter a UK postcode

[Search for address](#)

Address (line 1 of 3)

Town/City

Is this where you live?

Yes

No

Provide your living address

Enter a UK postcode

[Find UK address](#)

[Enter address manually](#)

When did you start living at this address?

Enter the date format in MM/YYYY

Month Year

[Save and continue](#)

Choose 'Enter address manually' and enter the following address, depending on your campus:

Exeter campuses:

Amelia Mansfield, ISSO, Uni of Exeter,
Innovation Centre
Rennes Drive
Exeter
EX4 4RN

Penryn campus:

Sarah Batchelor/Natalie Battelle
International Student Adviser
Post Room, Penryn campus
Treliever Road
Penryn
TR10 9FE

Answer 'No' to 'Is this where you live,' enter you living address and the month and year you started living there.

Your gender and relationship status, your nationality, country and date of birth, your passport

Answer the questions about you gender, relationship status, nationality and so on in full. If your passport has been lost or stolen select 'No' and on the next screen select 'You have lost it / it was stolen'.

Your National Insurance number

Enter your National Insurance number if you have one, or tick the box to indicate you do not have one.

Convictions and other penalties

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[◀ Back](#)

Convictions and other penalties

At any time have you ever had any of the following, in the UK or in another country?

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other out-of-court penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions.

[Save and continue](#)

Answer the questions truthfully, including information for ANY country (not just those from within the UK).

Selecting an option from the list directs you to another page or free text box where you can add further details.

War crimes, Terrorist activities, Terrorist organizations, Terrorist views

Answer this series of questions truthfully.

Settlement or indefinite leave to remain

Answer if you have settlement or indefinite leave to remain (ILR). If you are studying on a Student/Tier 4 visa then the answer to this will be 'No'

Application

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Application

What type of visa, leave to enter or remain or other permission do you have to be in the UK?

You can find out this information on the document which shows you are allowed to be in the UK

- Visit
- Study
- Work
- Family
- Turkish Businessperson or Worker
- Other

[Save and continue](#)

Select the correct response. If you have a Student/Tier 4 visa, the answer will be 'Study'.

Refugee or humanitarian protection

My current permission

Do any of the following statements apply to you?

- I have permission under a Ukraine scheme
- This includes the Ukraine Family Scheme, Ukraine Sponsorship Scheme (known as Homes for Ukraine) or Ukraine Extension Scheme.
- I am recognised as a refugee in the UK
- I have been granted humanitarian protection in the UK
- I am a dependant of someone who is recognised as a refugee or was granted humanitarian protection

or

- None of these apply

Unless any of these apply to you, select 'None of these apply.'

Dependent of a refugee or someone with Humanitarian Protection

Again, answer 'No' if you are studying on a Student/Tier 4 visa.

Time lived in the UK

Calculate the number of years and months since you arrived in the UK.

Absences from the UK

Answer if you have spent more than 6 continuous months outside the UK during this time. If you answer 'Yes' please provide details of this absence.

Home Office travel document

This will most likely be 'No' unless you have previously lost your passport and needed to use a travel document to get home.

Change of personal details

If any of your personal details have changed since your last visa application, such as your name, nationality, date of birth, appearance or gender you should add the details here. You will also be asked to provide evidence. Note that the application fee in this case will be £161. If you need advice about your personal situation please contact us at visaadvice@exeter.ac.uk

Home Office reference number

Enter any reference numbers you may have from previous applications. They will be on any official letters sent to you by the Home Office. If you don't know simply select 'No'.

Your biometric residence permit (BRP)

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Your biometric residence permit (BRP)

Are you able to provide a biometric residence permit (BRP) card with this application?

Read guidance about [what a BRP is](#) and [see examples](#) of what they look like and where to find the BRP number.

- Yes, and it is valid
- Yes, but it has expired and needs to be renewed as I still have valid leave
- No, my BRP is lost or stolen

Enter your BRP number, if you know it

- No, I have already sent my BRP to the Home Office
- No, I do not have a BRP for my most recent leave

[Save and continue](#)

Indicate that your BRP is lost or stolen and enter your BRP number, if you know it. If not, leave it blank.

Lost or stolen document

Specify the date that your BRP was lost or stolen and in the free text boxes below explain how and where your BRP was lost or stolen.

Reporting loss or theft to the Home Office

If you have already reported your BRP loss or theft to the Home Office (i.e if you lost it whilst outside the UK) [here](#) then select yes and enter the date you reported it and that you did it 'Using the existing lost or online form'. If you haven't yet reported it lost or stolen select 'No, I am reporting it now'.

Reporting loss or theft to the police

1. Start **2. Application** 3. Documents 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Reporting loss or theft to the police

Have you reported the loss or theft to the police?

Yes No

Date loss or theft reported to the police

Enter date in the format DD MM YYYY

Day Month Year

Location of the police station reported to

Crime reference number (if you have one)

Do you have a police report?

Yes No

Save and continue

We recommend that you report your loss to the police using [ReportMyLoss](#). Enter the location of the police station as 'ReportMyLoss.com' and enter your crime reference number if you have one. If you have a police report select 'yes'.

If you decide not to report your loss to the police, select 'No.'

Review your answers and click 'Continue'.

Verification consent

1. Start 2. Application **3. Documents** 4. Declaration 5. Pay 6. Further actions

[← Back](#)

Consent for the Home Office to request verification checks for joint accounts or third party support

Is the account with a bank or utility company for which you have supplied information and supporting documentation held jointly by you and other people?

Yes No

Does the account with the bank or utility company for which you have supplied information and supporting documentation relate to another person who is to provide you financial support?

Yes No

Save and continue

In order to proceed, you will need to tick the box to confirm your consent for the Home Office to request verification checks. However, as you are not providing bank statements or utility bills to prove your address, you do not actually need to provide this signed consent document. On the next page, answer 'No' to the two questions below.

Documents

Tick the check boxes next to Proof of address and Consent form. Click Save and Continue. Check your answers and click Continue. Read and accept the declaration.

Choose a service

Currently the only available service is Standard which costs **£19**, and the processing time is **up to eight weeks** from the date you submit your application.

Avoid booking any international travel until you have received your new BRP as we are unable to guarantee UK Visas and Immigration (UKVI) processing times. Once you proceed to the next stage, you will be unable to go back and make changes to your answers so make sure you're ready to submit your application.

Worldpay payment

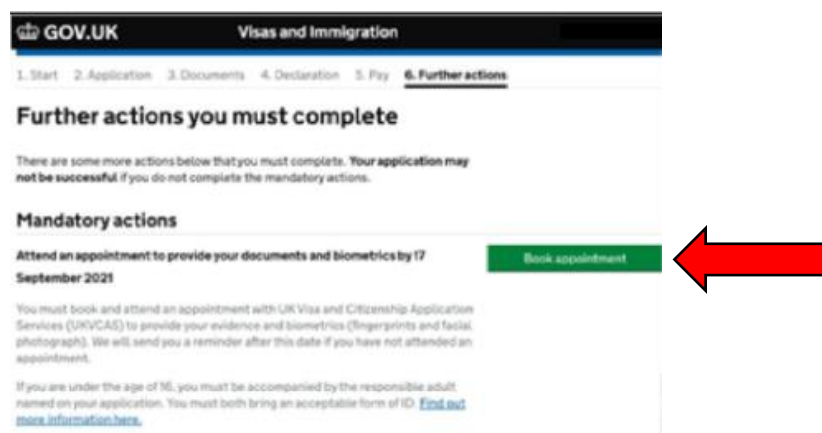
Enter your payment card details and submit the payment. You will receive a payment receipt to your registered email address.

Next steps

After you've completed the payment stage you will be returned to the online application. Download a PDF of your application form as this includes your application reference numbers.

You will now need to set up a UKVCAS account to upload your documents. Follow the steps below to do this.

1. Click on the green 'book appointment' button



2. Enter your email address and click 'mail my access code'

You will then receive an email containing your access code. Sometimes it takes a little while to come through, so don't worry if you don't receive it straight away!




3. Click 'confirm access code'

Email sent

A 6 digit access code, which is active for the next 60 minutes, has been sent to your email address. Check your email and click the confirm button below when received. Remember to check "spam/junk" folders too.

Confirm access code




4. Copy and paste the access code here

Access code

Enter the 6-digit access code that was emailed to you

Access Code



[Resend Access Code](#)

5. Create a password that you will remember

Then, press 'set up account', and log into your account using your details when prompted.

Password

Password must be at least 8 characters and contain at least 1 uppercase character, 1 lowercase character, and 1 number

Password



Retype password

Confirm Password

Set up account

6. Once you have logged in, click on 'Document Upload'

Then select 'upload documents' next to your name. This is where you will upload your supporting documents



7. Scroll down the page to upload your documents

Under 'proof of application' upload your passport.

You will also need to upload a Student Status letter as proof of address. You must ensure that your address on your Student Status letter matches the address that you put in your replacement BRP application form. If these addresses do not match, this may cause your application to be refused.

Document Type

- ▶ Proof of Identity / Travel History
- ▶ Proof of Application
- ▶ Other

IMPORTANT – MAKE SURE TO PRESS 'UPLOAD' AFTER SELECTING EACH DOCUMENT

You can also include a description of the document, if you would like.

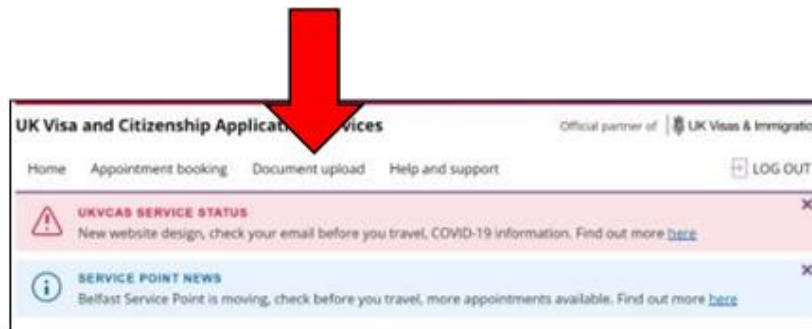
Description (optional)

For example, year or other description

Upload



8. Once you have finished uploading all of your documents, click on 'Document Upload' again



9. Read the information in the grey box, and tick the box to confirm

Then press 'submit documents.' This will officially submit all of your documents, so you must not press this until you have uploaded all of the required documents.

Submit your uploaded documents to UKVI

You now have the option to submit your uploaded documents before your appointment takes place. This action can only be performed once.

Please read and tick the box to confirm:

- I can confirm that I have uploaded all supporting documents
- Every supporting document has been uploaded to the correct Visa applicant
- I have permission from all Visa applicants to submit on their behalf
- I consent to all uploaded files being sent to UKVI
- If I have purchased the document checking service I accept that these uploaded documents will NOT be sent to UKVI until the document checking service is finished.

Submit documents

10. Book appointment

The last step is to book an appointment to provide your biometrics. Return to the main page and click 'book appointment'.

Then, search for a suitable appointment. There are some available in Exeter but availability is quite limited so you may need to click through the dates to find one. If you are happy to travel further, you could look at availability in different cities. Appointments are released 28 days in advance. New free appointments are currently released at 9am and chargeable ones at midnight.

11. Attend your appointment

We recommend that you take your supporting documents with you to your appointment, but you should not be asked to submit them again as you will have already uploaded them to your UKVCAS account.

12. Wait for a decision

For Standard applications, you should expect to receive a decision on your application within 8 weeks. UKVI may contact you by email to request additional documents. Please contact International Student Support for help with this. Do not make any additional payments without consulting with International Student Support.

If you have requested for your BRP to be delivered to the University, you will receive an email when it is ready to collect.