

## Student Guide December 2016

### Applying for a replacement passport outside of the U.K

If you either lose, or have your passport 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 or passport office 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 the UKV&I can influence.

### Applying for a replacement vignette visa outside the UK

If your visa for the U.K is issued on a vignette for the duration of the period of your leave and you lose your passport/EC visa or have your passport stolen you must apply for a replacement visa by reporting the loss or theft of your passport to the police and by obtaining a police report.

You should then apply for a replacement passport/temporary passport at the nearest embassy for your country.

Apply for a Tier 4 visa online and pay the full fee. You do **not** need to request a new CAS from your educational institution. When asked to select a visa type, you should choose Other > Others > Vignette Transfer.

Further information can be found in the Entry Clearance Guidance on our website at: <https://www.gov.uk/government/publications/transferring-a-visa-to-a-new-passport-ecb17/transferring-a-visa-to-a-new-passport-ecb17>

### Applying for a replacement BRP outside the UK

If your visa for the U.K was initially issued on a 30 day vignette and then a BRP card was issued for the remainder of the duration of the period of your leave, then the process for applying for a replacement BRP is that you should report the loss or theft of their BRP to the police and obtain a police report and then email the Home Office and report your lost or stolen BRP via the online reporting tool:

<https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

We will contact you within 1 working day to tell you what to do next. Please note that U.K Bank holidays, such as Christmas day and New Years day, and weekends are not counted as working days.

You should then apply for a replacement BRP visa single entry costing £189 to re-enter the UK by applying online at <https://www.visa4uk.fco.gov.uk/> When asked to select a visa type, you should choose Other > Others > Replacement Biometric Residence Permit. Once you have returned to the U.K you should apply for a replacement BRP card.

---

### **UKV&I Visa Application Centres**

UKV&I Visa Application Centres offer a variety of chargeable value added services in addition to ordinary application services. You should check the availability of any such services at the Visa Application Centre you intend to apply at as this may enable quicker processing of their application.

An alphabetical list of the Visa Application Centres outside the U.K and their contact details can be found using the link below:

<https://www.gov.uk/find-a-visa-application-centre>

### **Applying for a replacement passport in the U.K**

If you either lose or have your passport stolen, you will need to report this to the police and make an application for a replacement passport.

You should contact your country's embassy, consulate, or high commission in the U.K 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 the UKV&I can influence.

### **Applying for a replacement vignette visa in the UK**

If you lose your passport/EC visa or have your passport stolen you must apply for a replacement visa by reporting the loss or theft of your passport to the police and by obtaining a police report.

You should then apply for a replacement passport/temporary passport at your country's embassy, consulate, or high commission.

Apply for a Transfer Of Conditions (TOC) using the link <https://www.gov.uk/transfer-visa>. The TOC postal route costs £223 and is ordinarily concluded 8 weeks after the application raise date.

### **Students who lose their BRP Cards in the U.K**

You should report the loss or theft of their BRP to the police and obtain a police report/lost property report and then email the Home Office and report your lost or stolen BRP via the online reporting tool: <https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

We will contact you within 1 working day to tell you what to do next. Please note that U.K Bank holidays, such as Christmas day and New Years day, and weekends are not counted as working days.

You [may be advised to make a BRP-RC application](#) for a replacement BRP card which costs £56

<https://www.gov.uk/government/publications/application-for-a-replacement-biometric-residence-permit-brprc>

---

This can be via the postal route or via a Premium Service Centre appointment. The BRP RC form postal route is ordinarily concluded 8 weeks after the application raise date provided the application is not unnecessarily delayed by late biometric enrolment.

### Leaving the UK

You do not need a BRP to leave the UK, but you will need a BRP or a Replacement BRP visa to return.

Once you have returned to the UK, if you submit a replacement BRP application and then need to travel urgently, you must either:

- withdraw the application and make a new one at a Premium Service Centre, or
  - leave the UK and apply for a Replacement BRP Visa at a [Visa Application Centre](#) while you are overseas
-