

# Lost or Stolen BRP Visa Abroad

## What to do if your BRP visa and/or passport have been lost or stolen abroad?

*Please note that if your current visa was in your passport please read the Information Guide titled Lost or Stolen Entry Clearance Visas Abroad.*

1. Report your stolen or missing BRP card and/or passport to the local police where your visa and/or passport were lost or stolen.  
**You must get a police reference or report.**
2. **If your passport has been lost or stolen, you must first get a new passport or temporary travel document before getting a replacement visa.** You can apply to your embassy or consulate in the country where your passport was stolen or lost <http://embassy.goabroad.com/>. If you are in your home country, you can apply the normal way for a new passport.
3. Contact UK Visa and Immigration (UKVI) department to report your BRP card lost or stolen as soon as possible by visiting [www.gov.uk/biometric-residence-permits/lost-stolen-damaged](http://www.gov.uk/biometric-residence-permits/lost-stolen-damaged).
4. Apply for a Single Entry Visa, BRP replacement to be able to return to the UK. See below for more guidance. An application can take several weeks to process, this means you will miss a lot of your studies and you may have to intercalate. Please use a premium service (fast track) if it is available.



## Important Information about Your Course at UEA

### Will this affect my course?

Yes, it can have a serious impact on your course. It is likely that you will have to intercalate (take a break from your course) and start again in September or January.

### How long will it take to get my new passport and visa?

It may take several weeks to get your new passport and a replacement visa. Make sure that you have somewhere safe to stay and that you have access to money. If your bank card has been stolen you should contact your bank to let them know and arrange financial support for yourself while abroad. Or you can use Moneygram

<https://secure.moneygram.co.uk/>

### Email your Teaching Hub

Email your Teaching Hub to request a Confirmation of Studies letter (use letter request form LTS015 <https://portal.uea.ac.uk/learning-and-teaching/docs/students>), which you can use for your Single Entry visa application.

### Go home to get your visa

If you have lost your passport and visa whilst on holiday (not in your home country), you may prefer to travel to your home country and apply for a Single Entry BRP Replacement

Visa from there. It can take several weeks to get a replacement visa and it may be safer and cheaper for you to travel home and apply once you are back with your family.

### Travel Insurance

If you have travel insurance, it may cover replacement passports and visas, so save all your receipts for translations, postage, and the passport and visa replacement fee. Your insurance might also cover your hotel bills and living costs whilst you are stuck abroad. Check the details of your travel insurance policy carefully.

## Applying for a Single Journey / Entry visa to return to the UK

Once you have your new passport or temporary travel document (if required) you can apply for a visa to return to the UK. This is not a replacement Tier 4 visa, it is a single journey visa that will allow to enter the UK. Once you have returned to the UK, you will then have to apply for a replacement BRP.

You cannot apply for a replacement BRP visa from outside the UK. You must apply for a single journey visa. You can only use this visa once, which allows you to return to the UK.

### How to Apply

Apply for the single entry (Replacement BRP) visa. In most countries you apply online at [www.visa4uk.fco.gov.uk](http://www.visa4uk.fco.gov.uk).

- a. When applying online, you will need to create a profile with a username and password.
- b. Next click on 'Apply for myself' and enter your personal information in the 'Application Details' section.
- c. In the section 'Select Visa Type' answer the questions as below:

Reason for Visa	<b>Other</b>
Visa Type	<b>Others</b>
Visa Sub Type	<b>Replacement Biometric Residence Permit</b>

### Select Visa Type

Please select the correct visa category. When you select the visa category you want, we will ask you a series of questions to ensure you are applying for the correct visa.

Reason for Visit	Other	*
Visa Type	Others	*
Visa Sub Type	Replacement Biometric Residence Permit	*

This visa is intended for applicants who no longer have their Biometric Residence Permit. It will allow a single journey to the UK to enable you to apply for a new permit. Before completing this application you must have notified us by emailing: [BRPLost@homeoffice.gsi.gov.uk](mailto:BRPLost@homeoffice.gsi.gov.uk). Further information can be found at: [www.ukba.homeoffice.gsi.gov.uk/visas-immigration/while-in-uk/do-i-need-brp/responsibilities](http://www.ukba.homeoffice.gsi.gov.uk/visas-immigration/while-in-uk/do-i-need-brp/responsibilities)

- d. At the end of your application form in the additional information section add that you are a student studying at a UK University and applying for a replacement visa because your Tier 4 BRP visa was lost or stolen.

- e. Complete the application and follow the instructions on how to apply. You will need to attend an interview at either the UK embassy or a visa application centre. This process can vary in different countries. In some countries they may offer a premium service, which will be quicker but cost more. To find a visa application where you are visit [www.gov.uk/find-a-visa-application-centre](http://www.gov.uk/find-a-visa-application-centre).

### **Supporting Documents you may need**

1. Passport
2. Photos – UK Passport sized
3. Confirmation of Studies Letter - from your Hub at UEA, you can email your Hub to request this.
4. Police Report of our stolen card and a translation
5. Application fee (you may pay this online)

You will need to send original documents if possible. You may be able to submit documents that have been scanned or copied, but you must print them off.

All documents must be in English or translated into English if needed. You should be able to find local official translators online. You can find the UK Visa and Immigration department requirements for translations on our [Translation Services Information Guide](#) to ensure you get all the correct details on your translations.

If you are able to continue your course at UEA, when you return to the UK you must apply for a replacement visa within 1 month.

## **Applying for a Replacement BRP Once in the UK**

After you return to the UK you must apply for a replacement visa as soon as possible. The International Students Advisory Team will be happy to help you. Make an appointment by coming into the Student Support Centre or by calling 01603 592761. See our helpsheet on applying for a replacment BRP in the UK <https://portal.uea.ac.uk/student-support-service/international-students/visa-support/immigration-information-guides>.