Where can I collect my BRP (Biometric Residence Permit)?

If you are staying in the UK for 6 months or less, your total visa period will be confirmed in your passport on a vignette visa sticker, or as a visa entry stamp.

If you are staying in the UK for more than 6 months, you will have an entry clearance vignette visa (sticker) in your passport and the full visa will be issued on a BRP ID card. Your visa decision letter states your BRP collection location. If you used the University of Nottingham alternative collection location (ACL) code in your visa application, you will be instructed to collect your BRP from the University and you can do so as instructed below.

New Students

BRP collection from the University for students who are physically present in Nottingham will be at your in-person attendance confirmation appointment. You will have been directed to book an appointment after completing your online registration. If you did not already book an appointment, you can do so here (you only need one appointment):

www.nottingham.ac.uk/studentservices/servicedetails/registration/attendance-confirmation.aspx

Appointments take place between Friday 18 September and Friday 9 October inclusive.

You should not break quarantine to collect your BRP. The usual requirement to collect the BRP within 10 days of arrival has been relaxed.

If you will not be physically present in the UK until after 9 October and you are starting your course via remote study, you can collect your BRP by appointment at Cherry Tree Lodge (see below).

Students needing to collect BRPs for family members should bring all family members’ passports, but only the student should attend the appointment, please.

If you did not select to collect your BRP with the University, your visa decision letter may indicate that you should collect the BRP at a local Post Office, taking your passport with you. Again, you should not break quarantine to collect your BRP. You will need to collect your BRP from the Post Office before attending your in-person attendance confirmation appointment.

After 9 October 2020, BRP collection for those collecting from the University will be from Cherry Tree Lodge, building no.13 on the University Park map, by appointment only. Appointment booking details will be available at: www.nottingham.ac.uk/internationalstudents/advisers

Current students

BRP collection for current students (continuing with a current course) will be from Cherry Tree Lodge, building no.13 on the University Park map, by appointment only, from Friday 18 September 2020. Appointment booking details will be available at: www.nottingham.ac.uk/internationalstudents/advisers

If you applied from overseas and did not select to collect your BRP from the University, your visa decision letter may indicate that you should collect the BRP at a local Post Office. Please book an appointment with Student Services to have your new BRP scanned to your University record, after 12 October 2020.

Do I need to complete Police Registration and how do I do this?

For information on who needs to register and instructions on how to book an appointment to register for the first time or update an existing certificate if your details have changed, please see the Nottinghamshire Police website: https://www.nottinghamshire.police.uk/site-page/foreign-nationals-registrations
If you have this condition attached to your visa you must normally register and complete any updates within 7 days, but this rule has been relaxed. As long as you have made contact with Nottinghamshire Police to arrange registration, there will be no penalties incurred by late registrations.

**How do I extend my visa?**

Please see the [Preparing for the visa checking service](#) handout for links to guidance materials and instructions on preparing for the free visa checking service, by appointment with an Immigration Adviser.

It is essential to follow the instructions in the handout prior to attending a visa checking appointment to ensure that you are fully prepared, as we aim to meet each student just once for this purpose. Your advanced preparation of your draft application form and the correct supporting documents is essential to help us achieve this, and to ensure our advisers will be able to meet with every student who requires an application check. We thank you for your cooperation.

**I am extending my visa - How do I submit my biometric information (fingerprints)?**

The final step in the visa application process is to attend an appointment at a UKVCAS Service Point to submit your biometric information (fingerprints) in order for their BRP to be produced. You should refer to the [UKCAS Quick Guide for UoN Students](#) handout for full instructions of how to book, (after your visa checking appointment).

**How can I get my CAS?**

A CAS is an electronic document issued by the University. It is needed to make a Tier 4 visa application. Information on how to obtain a CAS is given here: [nottingham.ac.uk/go/obtaining-your-cas](http://nottingham.ac.uk/go/obtaining-your-cas)

If you have a visa for your current course, you have already received and used a CAS so this section is not relevant to you.

A new student should get their CAS via the Admissions team if they have accepted an unconditional offer and have paid any necessary deposits.

Current students get their CAS via the Visa and Immigration team after making an Online Store request (see above link).

**How can I get help if I have lost my BRP or passport?**

If you have lost your passport in the UK you should contact your Embassy or Consulate for advice on replacing that document. The Visa and Immigration team cannot usually assist with this process. Once the new replacement passport is obtained, you need to:

- Take the new passport to any Student Service Centre, via pre-booked appointment, from 12 October 2020, as a member of staff needs to see the original and take a copy for University records.
- Update the Police, if you are required to have a Police Registration certificate (see above to link to Nottinghamshire Police website)
- Update the Home Office via the MCC form on the [gov.uk](http://gov.uk) website.

If you have lost your BRP and you are certain that you cannot get it back, please follow these steps:

- Report the loss to UK Visas and Immigration as soon as possible: [www.gov.uk/biometric-residence-permits/lost-stolen-damaged](http://www.gov.uk/biometric-residence-permits/lost-stolen-damaged)
- Apply for a replacement BRP. Information is provided on the UK Visas and Immigration website on how to apply: [www.gov.uk/biometric-residence-permits/replace](http://www.gov.uk/biometric-residence-permits/replace). The process involves completing and submitting the online form. One of the documents needed will be a student status letter, ordered via the Online Store [https://store.nottingham.ac.uk/product-catalogue/official-documents-and-letters](https://store.nottingham.ac.uk/product-catalogue/official-documents-and-letters)
- Take the new BRP to any Student Service Centre, via pre-booked appointment, from 12 October 2020, as a member of staff needs to see the original and take a copy for University records.
- Update the Police if you have a Police Registration certificate (see above to link to Nottinghamshire Police website)
Assistance with the form for the replacement BRP is available from the Visa and Immigration team: www.nottingham.ac.uk/internationalstudents/advisers

**How can I process a change of circumstances form (course transfer/suspension etc.)?**

These forms require the signature of a Visa and Immigration staff member, so that we can advise you of any visa implications for the change to your course. You can email forms to immigration-support@nottingham.ac.uk and we will respond to you within 3 – 5 working days. Alternatively you can book an appointment to have it signed. Booking details will be available here: www.nottingham.ac.uk/internationalstudents/advisers

All forms must bear the signature/s of the academic department and have all other relevant sections completed before seeking the signature of the Visa and Immigration team.

**What if I have a different question?**

We encourage you to review our guides and leaflets at www.nottingham.ac.uk/go-guides. You will find guidance on a variety of topics such as visas for family and friends wishing to visit the UK or join you as PBS Dependants, working in the UK during your studies (part-time work), and working in the UK after completing your studies.

If your question is not covered by our guides or if you require further advice, please contact the Visa and Immigration team (see below).

**How can I access the services of the Visa and Immigration team?**

You can email us at immigration-support@nottingham.ac.uk. We aim to respond to you within 3-5 working days.

You can call us on +44 (0)115 846 6125.

You can also book an appointment with an Immigration Adviser, please see here for booking details: www.nottingham.ac.uk/internationalstudents/advisers