**Lost Passports and Visas/BRP’s**

You are strongly advised to keep your BRP safe as it is your evidence of your right to stay in the UK. We advise you are vigilant especially when travelling, keeping your personal documents on your person at all times. However, if your passport or BRP is lost/stolen, we have produced this fact sheet with instructions on necessary steps you will need to take to replace your missing documents.

In the first instance you should inform the University if your passport or BRP is lost/stolen. You can report to us at International Advice Service (IAS) by emailing internationalsupport@dundee.ac.uk. We will be able to provide copies of your documents and arrange a letter of enrolment for you if required.

**Lost passports/visas when in the UK**

**Lost passport in the UK**

- **Report it to the nearest police station (preferable in the area your passport was lost or stolen)** You will be given a police report and/or a crime reference number.

- **Apply for a new passport at your Embassy.** A list of all Foreign Embassies’ contact details can be found on [http://uod.ac.uk/int1070](http://uod.ac.uk/int1070)

**Lost visa (vignette) in the UK**

- **Apply for a Transfer of Conditions (TOC) at the Home Office** [http://uod.ac.uk/int1071](http://uod.ac.uk/int1071)
  
  As part of this application you will need to provide your biometric information and obtain a new Biometric Residence Permit (BRP) card. This application costs £168 by post and can take several months to be processed or you could apply in person at a premium service centre at [http://uod.ac.uk/int1072](http://uod.ac.uk/int1072) by paying an additional £590. You will need to book an appointment online in advance, and a new BRP will be delivered to you within 7-10 working days after your appointment. For further guidance, please refer to [http://uod.ac.uk/int1-90](http://uod.ac.uk/int1-90)

**Lost BRP card in the UK**

- **Report a lost or stolen BRP to the Home Office online at** [http://uod.ac.uk/int1073](http://uod.ac.uk/int1073)

  The Home Office will contact you within 1 working day to tell you if you need to apply for a replacement. You need your full name, nationality, date of birth, and an email or postal address to report your BRP lost or stolen.

- **Apply for a BRP replacement card within 3 months (or you may have to pay a fine of up to £1,000 or your visa could be curtailed).**

  This application costs £56 by post and it can take several weeks to be processed or you could apply in person at a premium service centre at [http://uod.ac.uk/int1072](http://uod.ac.uk/int1072) by paying an additional £590. You will need to book an appointment online in advance, and a new BRP will be delivered to you within 7-10 working days after your appointment. For further guidance, please refer to [http://uod.ac.uk/int1-91](http://uod.ac.uk/int1-91)
Lost passports/visas when outside the UK

Lost passport outside the UK

- Report it to the police
  Report your lost/stolen passport to the local Police and obtain a police report. You will need this to apply for a new passport and new student immigration permission.

- Contact your embassy
  To obtain a temporary/new passport to return to the UK. A list of all Foreign Embassies’ contact details can be found on http://uod.ac.uk/int1074. You need to complete the online application form and pay £169 application fee. You will need your police report and evidence that you are still a student at University of Dundee. You DO NOT need a new CAS and you DO NOT need to show financial documentation unless this is requested by the caseworker.
  For further information, please refer Transferring a visa at http://uod.ac.uk/int1073

Lost visa (vignette) outside the UK

- Apply for a Replacement visa at the British Embassy
  You will need to apply for a replacement visa (30-day vignette) for a permission to return to the UK at http://uod.ac.uk/int1074. You need to complete the online application form and pay £169 application fee. You will need your police report and evidence that you are still a student at University of Dundee. You DO NOT need a new CAS and you DO NOT need to show financial documentation unless this is requested by the caseworker.
  For further information, please refer Transferring a visa at http://uod.ac.uk/int1073

Lost BRP card outside the UK

- Report a lost or stolen BRP to the Home Office online at http://uod.ac.uk/int1075
- The Home Office will contact you within 1 working day to tell you if you need to apply for a replacement. You need your full name, nationality, date of birth, and an email or postal address to report your BRP lost or stolen.

- Apply for a replacement BRP at the British Embassy
  You have to apply for a Replacement BRP (single entry) visa at the British Embassy. You DO NOT need a new CAS. The application costs £169. You need to complete the online application form at http://uod.ac.uk/int1074
  Please note that when it asks you to Select Visa Type, choose Other > Others > Replacement Biometric Residence Permit.

- After you have entered the UK on your single-entry visa you must apply for a replacement BRP card at the Home Office within 1 month after you enter the UK (or you may have to pay a fine of up to £1,000 or your visa could be curtailed.) This application costs £56 and it can take several weeks to be processed or you could apply in person at a premium service centre at http://uod.ac.uk/int1072 by paying an additional £590, but you would need to book an appointment online in advance, and a new BRP will be delivered to you within 7-10 working days after your appointment.

**IMPORTANT!**

It is vital you bring your new passport/BRP to the Enquiry Centre to be uploaded to your student record.

The University of Dundee makes every effort to ensure that the information published on this page is accurate. However, the University cannot guarantee the information may not be altered owing to circumstances beyond the University’s reasonable control. Such circumstances include (but are not limited to) change in Government policy, or change of law. Any changes will be updated to the International Advice Service website as early as possible.

UoD-Int-Adv 1-Nov-17