



The below information is applicable for all students applying for a visa to enter the UK (entry clearance) for more than 6 months.

## What is a Biometric Residence Permit?

A Biometric Residence Permit (BRP) is a standard credit card sized pink plastic card that contains a biometric chip. The card is evidence of the holder's immigration status in the UK and stores biometric details (name, date and place of birth) and biometric information (facial image and fingerprints).



## Do I need a BRP?

Yes. As an international student studying in the UK for more than 6 months you will need a BRP to demonstrate you have been issued a Tier 4 visa to study your course.

## How will I be issued a BRP?

When you make your Tier 4 General visa application online you will be asked to say what town or city you are going to study in and your intended date travel to the UK.

### Study location

On the visa application form please declare you are studying in London. The University's address is 103 Borough Road, London, SE1 0AA.

### Intended travel date

If you are starting a new course at LSBU, we recommend you think of an intended date of travel that allows you to arrive in the UK, enrol on your course as expected and join the University's induction and welcome events before classes start.

Updated: March 2019

## Immigration and International Student Advice

Admissions & Recruitment Centre (ARC), Southwark Campus

T: +44 (0)20 7815 7037 / 6156

E: [international.advice@lsbu.ac.uk](mailto:international.advice@lsbu.ac.uk)

W: [www.lsbu.ac.uk/international/visas-and-immigration/advice-team](http://www.lsbu.ac.uk/international/visas-and-immigration/advice-team)



When the visa application has been processed your passport, documents and visa decision letter will be returned to you. Your passport will include a sticker ('vignette') – a visa giving you permission to travel to the UK and enter the UK. The visa in the passport will only be valid for 30 days.

If you do not travel to the UK within this 30 day period, your visa will expire and you will need to make a new visa application. You will have to pay for your application again and it may impact your ability to start the course on time if there are delays. In the event of your 30 day visa expiring before you travel to the UK please contact the [Immigration and International Student Advice team](#).

When you travel to the UK you must bring the original visa decision letter with you. The visa decision letter will have important information about where and when to collect your BRP.

## Can I collect my BRP from LSBU?

**Yes, we recommend you do this, however you must specify this on your online visa application.**

You will need to specify this on the 'BRP Collection' section of the form. In the 'Alternative Location' field, enter the code: **2HE527** and the assigned collection location should appear:

London South Bank University  
Southwark Campus c/o International Office  
GA01 Technopark  
103 Borough Road  
London  
SE1 0AA

Your card should then be delivered and stored at the International Office. We will give you further instructions on when and how to collect your BRP from the University.

If you do not specify that you want to collect it from LSBU, you will be responsible for collecting it from a specified Post Office.

## Collecting from a Post Office

If you do not enter LSBU's Alternative Location code in your application, your BRP will be held at a Post Office near the study location. You will need to collect your BRP from the allocated Post Office within the given timeframe.

To find out more information about the UK Post Office please visit: [www.postoffice.co.uk](http://www.postoffice.co.uk)

To help find the allocated Post Office to collect your BRP please visit the Post Office Branch Finder website: [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder). Enter the Post Office branch post code named on the visa decision letter.

If you need assistance, please contact the Immigration and International Student Advice team.

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If you do not collect your BRP from the Post Office within 10 days of arrival in the UK you may be subject to a financial penalty or cancellation of your visa. Please contact the [Immigration and International Student Advice team](#) if you think you are unable to collect the BRP within 10 days of arrival or you have not collected it within 10 days.

## What must I do when I collect my BRP?

It is important to check the BRP carefully when you collect it, to make sure that all the details on it are correct. Please check the following:

- Spelling of your name
- Date of birth and place of birth
- Nationality
- Type of permit – 'Student' or 'Tier 4 Student'
- The date it expires corresponds to your course length
- Signature
- Gender
- The visa is sponsored by LSBU – Sponsor Licence '1F2MGYXUX'.

It is sensible to keep a copy of the front and back of the BRP and the biometric page of your passport, in case it is lost or stolen. The copies will be helpful to demonstrate you had the BRP issued and to get a replacement.

## Your BRP and enrolling at LSBU

You will need both your passport and your BRP in order to enrol on your course.

## What happens if I have lost my decision letter and do not know where to collect my BRP?

If you have lost your decision letter please contact Immigration and International Student Advice team who can help further.

## What do I do if I have lost my passport after arriving in the UK but before I have collected my BRP?

If you do not bring your passport or travel document with you to the University or to the Post Office (wherever your visa letter states you will collect your BRP), you will not be able to collect your BRP.

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## If I am under 18 can I collect my BRP?

Yes, but if you are under 18 and will be collecting your BRP in person, you must be accompanied by a parent or legal guardian collecting their permit at the same time, or be accompanied by a responsible adult (over the age of 18). The responsible adult must be approved by the Home Office and will have to provide evidence of their identity when accompanying you to collect your BRP.

To register the responsible adult you should e-mail [RACollection@homeoffice.gsi.gov.uk](mailto:RACollection@homeoffice.gsi.gov.uk) providing the following information:

- your full name;
- your date of birth;
- your nationality;
- your passport number;
- a contact telephone number; and
- your case reference number.

You must also provide the following information about the responsible adult accompanying you to collect your permit:

- their full name;
- their date of birth;
- their nationality;
- the document they will use to prove their identity;
- the identity document reference number;
- the identity document expiry date;
- their e-mail address; and
- how the responsible adult is related to you

To prove their identity the responsible adult must present one of the following identity documents:

- Passport
- UK issued photo card driving licence (UK Citizen only)
- European national identity card (European citizen only)
- UK issued biometric residence permit.

If approved, you and the responsible adult will receive an authorisation e-mail. You and the responsible adult will need to present these to the Post Office Customer Service Advisor at the time of collection and you will not be able to collect the permit without them.

If you would like help to register a responsible adult please contact the [Immigration and International Student Advice team](#).

## Any questions?

- Contact the LSBU International Student Advice team: [international.advice@lsbu.ac.uk](mailto:international.advice@lsbu.ac.uk)
- Visit UK Council for International Student Affairs (UKCISA) website: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)
- Visit the Home Office website: [www.gov.uk/biometric-residence-permits/collect](http://www.gov.uk/biometric-residence-permits/collect)

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