



## What to do if your passport expires or your passport or BRP\* is lost/stolen – March 2022

### Inside the UK

#### What do I do if my passport was lost/stolen in the UK?

1. Report it to the police if it has been stolen. You can report this online. The police will give you a crime reference number if it was stolen. You may need this to get a new passport/replacement visa. The Metropolitan Police no longer provide a report for lost items.
2. Apply for a new passport at your embassy. You can find your embassy in the UK [here](#).

#### What if my visa was in my lost/stolen passport?

If your student visa was in the form of a vignette (sticker) in your passport (and not a BRP), you need to apply to [transfer your visa conditions](#) onto your new passport. This is called a TOC application. **Note:** If your visa was in the form of a BRP card you do not need to apply for a new card if you have only lost your passport and still have your BRP. If you have lost your passport with your visa vignette, you will need to [complete an online application form and pay the application fee](#) within three months of losing your passport. You will not receive a new visa sticker in your passport. Instead, you will get a Biometric Residence Permit (BRP) card.

#### How much does a TOC cost and how long does it take to process?

Standard TOC applications cost £180.20 (including £19.20 for biometrics) and can take 8 weeks to be processed. There is also a super priority service where you receive a decision the day after your appointment. This costs £790.20 (including £19.20 for biometrics).

You will need to book an appointment at a UKVCAS centre to give your biometric information and have your passport checked. When booking your appointment online, you will also be able to scan and upload your other supporting documents (consent declaration which you download as part of the initial online application form) and proof of address. If your application is successful, your new BRP will be sent to you in the post.

#### What do I do if I don't have my new passport and it's been almost three months?

Even if your passport was lost/stolen and you have not yet obtained a new one, you must [complete the online application form](#) within three months. You will need to upload the police report (if you have one) and a letter explaining why you cannot send your passport and when you expect to receive it.

#### My passport with my visa in it expired, and I have a new passport. Do I need to transfer my visa to the new passport?

If you obtain a new passport because your old one has expired, you can use both your old passport, containing your visa, and your new passport to travel to the UK. You are not required to transfer your visa to your new passport. However, if you are working or will rent private accommodation, then you will need to transfer your visa to the new passport as a visa in an expired passport is not acceptable as [evidence of your right to work in the UK](#).

#### What do I do if my BRP was lost/stolen in the UK?

If your visa was a BRP, you will need to notify the Home Office of the loss / theft using this [online form](#) within three months. There is a separate process for reporting a lost or stolen BRP if it has more than 3 months validity or less than 3 months validity. The implications of not doing this in time are serious, you could be liable for a fine of up to £1000 or your visa could be cancelled. We recommend that you do this immediately. A new BRP card costs £75.20 (including £19.20 for your biometrics).

#### How long will it take to get a new BRP in the UK?

The standard processing time is 8 weeks. You can choose the Super Priority service if you need your application to be processed more quickly. This costs £685.20 (including biometrics) and you usually receive a decision on your application the day after your appointment, with your BRP following in the post.

You will need to book an appointment at a UKVCAS centre to give your biometric information and have your passport checked. When you book your appointment, you will also be able to scan and upload your other supporting documents (consent declaration which you download as part of the initial online application form and proof of address).

**Note:** Do not let your visa expire while you are waiting for a new BRP from the Home Office. If you need more time in the UK to complete your studies/need to make an application to extend your student visa, you need to go ahead and make a Student visa application before your leave expires. Include a letter with your Student visa application explaining why you are unable to include your passport with the application.

#### Can I travel outside the UK before I receive my new BRP?

We advise you should wait for the new BRP before leaving the UK even though you have your passport. Without the BRP, you may not be able to re-enter the UK on your Student visa, which could affect your studies.

## Outside the UK

### What do I do if my passport was lost/stolen outside the UK?

Report this to the local police and obtain a police report. You may need this to apply for a new passport and you will need this to apply for a replacement visa. If the police report is in another language, you will need to obtain an official translation to apply for a replacement visa.

Contact your embassy to obtain a passport to return to the UK. Embassies have different processes to enable you to travel so contact your embassy to find out what you need to do.

Apply for permission to return to the UK in order to study. What you need to do depends on whether your visa was a sticker in your passport or a BRP card.

**STOP! If you are a non-visa national and can enter the UK at the border without applying first, you should not attempt to enter the UK as a Standard Visitor (tourist). If you enter the UK as a visitor, you may not be permitted to continue your studies. You must follow the steps to replace your visa so that you enter the UK with the correct permission.**

### What do I do if my visa was in my passport?

If your visa was in the form of a vignette (sticker) in your passport **and you** do not have the passport with the original visa, you will need to apply for a [Transfer of Conditions](#). The application fee is £169 outside the UK. In the online application form, you should select that you are applying to transfer or replace your visa (vignette). You will need details of your previous visa for your application; contact SAEM if you do not have those details.

You do NOT need a new CAS (but you can print your previous CAS information and submit it with your application) for a TOC however you may need to show that you are still a student at LSE. A Certificate of Registration would be ideal.

### What do I do if I lost my BRP outside the UK?

If you are outside the UK, report it [online](#) immediately to cancel your card (so that it cannot be used). You will need to [apply](#) for a 'replacement BRP visa' in order to re-enter the UK. This will allow you to enter the UK once. You will not be able to get a full BRP replacement until you are back in the UK. You can find out more about this on the [UKCISA webpage](#).

### How do I get a single-entry replacement BRP visa and how much does it cost?

A replacement BRP visa costs £154. In the [online application form](#), you should state that you are applying for a 'Replacement Biometric Residence Permit (BRP) visa.'

The standard processing time for a replacement BRP visa is 15 working days (about 3 weeks). Priority services for expedited processing may be available for an additional fee. If you will be absent from teaching due to this, you must contact your academic department to request an authorised absence.

### I don't have time to apply for a replacement BRP visa; can't I just travel back to the UK using my passport and a copy of my lost BRP?

This is a risk. Immigration at the border can be subjective and you cannot predict what will happen.

We are aware of some students (particularly non-visa nationals) who were able to re-enter the UK on Student visa by explaining to the Border Force Officer that the BRP was lost while travelling. We know of cases where a Border Force Officer has chosen to stamp the passport and add a note stating that the student is re-entering on their Tier 4 or Student leave without the BRP. However, it is at the discretion of the Border Force Officer and you cannot guarantee anything.

We have also seen cases where a Border Force Officer has chosen to grant entry to the UK as a Standard Visitor (which would not permit you to study, work or access the NHS) and a Border Force Officer can refuse to grant entry to the UK if someone does not possess the correct immigration documentation for the purpose of their visit. Furthermore, if you are a visa-national, an airline is likely to refuse to allow you to travel without a visa.

If you choose to attempt to re-enter the UK without a Student visa, it is at your own risk. You should carry a scan of your lost BRP and a certificate of registration with you to evidence your immigration and student status. If you are permitted to enter the UK, you should check the stamp very carefully before leaving the UK border. [Contact us](#) if you have questions or concerns about your re-entry stamp.

### I am back in the UK – how do I get my full BRP and when should I do this?

You must apply for new full BRP within 1 month of having returned to the UK on a 'Replacement Biometric Residence Permit' visa. Failure to apply in time could result in a £1000 fine or your visa being cancelled.

A new BRP costs £75.20 (including biometrics) if you apply for the standard service, however the standard processing time is 8 weeks. If you would like to get your BRP more quickly, you can apply by Super Priority Service for £685.20 (including biometrics) but unfortunately this service is currently suspended due to COVID-19.

The application for a [replacement BRP is online](#) and you will need to book an application at a UKVCAS centre as part of the application process. This is where your biometrics will be taken. You must take your passport to the appointment. You can upload your documents to your visa application (eg: police report, evidence of address, consent document etc).

When you return to the UK with a new passport and/or when you receive a new BRP card, you must bring this to the Student Services Centre so that your student record can be updated accordingly for visa compliance purposes.

Who do I contact for help? For further immigration advice contact [Student Advice and Engagement Team](#).