BIOMETRIC RESIDENCE PERMIT (BRP) COLLECTION INFORMATION

Biometric Residence Permit for applications made outside the UK

When you apply for your Tier 4 visa, you will be granted with an endorsement (vignette or sticker) in your passport which is your visa to enter the UK. If your application was to come to the UK for more than 6 months you will only be issued a 30-day visa in your passport as a leave to enter the UK. You must arrange to enter the UK within that 30 day period. Along with your visa and passport, you will also receive a written notification (or decision letter) informing you to collect a Biometric Residence Permit (BRP) from a designated Post Office branch or the University campus (preferred option) once you have arrived in the UK. Your long term visa is called a BRP and is in the form of a credit card sized card with a chip which will contain your biometric information.

Application

When making your Tier 4 general application, you need to ensure that you have the following information:

- Firm date for your intended date of travel to the UK (please ensure you are aware of the restrictions on how early you can enter the UK before the start date of your course).

When an application is made for a visa which will be valid in the UK for more than 6 months you have to select where you will collect the BRP from (Please bear in mind that you will need to be able to collect your BRP from this location within 10 days of arriving in the UK). There are now two options for University of Reading students.

- (Preferred option) The University of Reading has been selected as an alternative collection location (ACL). This means, students can select to have their BRP card sent directly to the University of Reading. This will enable students to collect the cards from the University main campus. To select this option, you need to have the University’s unique ACL code to use in your visa application. The ACL code is on all Certificate of Acceptance for Studies (CAS) issued by the University of Reading. If you cannot locate the ACL code please contact the International Student Advisory team at immigration@reading.ac.uk

- Choose a local Post Office as the collection point. For this you will need to give the address where you will be living, the nearest participating Post Offices will be displayed for you to select a collection point. There are 3 BRP collection Post Offices in Reading. If you select this option, you will be responsible for travelling to the selected Post Office and arranging collection. You will need to do this before you are allowed to enrol and start your course.

Once your visa application has been submitted and paid for, the BRP collection option cannot be changed. We recommend that all University of Reading students use the University’s ACL option to
facilitate an easier and more convenient collection location. Students applying to have family members accompany them can also use the ACL code for their Tier 4 dependant applications.

Receiving your Tier 4 visa and decision letter

Once your Tier 4 visa application is successful and you are granted the 30-day visa in the form of a vignette or sticker in your passport, please ensure that you check all the details before you travel:

- Start date of the visa (you must not travel to the UK before the start date of the visa)
- End date of your visa (you must not travel to the UK after the visa has expired)
- Your name and date of birth are correct
- The visa type is ‘Tier 4 General Student’. As stated on the CAS letter, we do not sponsor ‘Tier 4 Child Student’ visas, these are not acceptable to enrol on a course at the University of Reading
- Sponsor licence number (or SLN) is F5T5NJ785 (or printed as SPX F5T5NJ785)

If any of the details are incorrect or missing, you will need to contact your local visa application centre to correct the mistakes before travelling. If you have any of the above mistakes on your visa and require any advice, please contact immigration@reading.ac.uk

Your visa vignette and/or visa decision letter will also confirm if you are required to register with the Police in the UK. If it says any of the following, then you must register with the Police:

- Pol Reg
- Police Registration
- Register with Police in seven days of UK entry

If you are unsure, please contact the International Student Advisory who are based in the Carrington Building or by emailing immigration@reading.ac.uk

You should register with the Police once you have collected your BRP card and completed enrolment on your course. This should be done within 7 days of collecting your BRP card. If you fail to register and are required to do so it could affect visa and be fined.

You will also be given a decision letter when your Tier 4 visa application is successful. This decision letter will outline the type and condition of visa granted, and which Post Office branch or alternative collection location you will be required to collect your BRP card from. It is important that you retain and keep this decision letter.

Once you have received your passport, visa and decision letter is it advisable to take a copy of all the documents (both sides) and keep it in a safe place. A good idea is to email yourself a copy – you can then access it from any computer in case you lose the original.

If you have lost your decision letter and do not know where to collect your BRP card, you must email BRPCollection@homeoffice.gsi.gov.uk further details can be found here.

If you cannot travel to the UK within the validity of the 30 days visa, you will need to apply for a new 30 day visa, which you will have to pay for and will mean an additional time delay.

Entering the UK with your 30-day visa

When entering the UK, you must bring with you certain documents in your hand luggage to facilitate your entry:

- Passport and your 30-day UK visa
- Decision letter given to you when your UK visa was granted
- Evidence of your course (CAS)
Collecting your BRP card

Your BRP card should be available for collection when you arrive in the UK. You need to collect your BRP card (from the designated Post Office or University) before you attend to complete your enrolment on campus.

Once you have arrived in the UK, you must collect your BRP card within 10 days of arrival. You must refer to your decision letter to determine where you will need to go to collect your BRP card.

If you are travelling to the UK immediately after you have received a decision of the grant of your visa, your BRP card will be produced immediately, although it may take 7 days to reach the designated collection location.

You will need to bring both your passport and decision letter to collect your BRP card.

University of Reading collection (Most convenient collection method)

If you used the University’s unique ACL code, the University should be confirmed as your BRP card collection location on the decision letter. You will need to bring passport (with 30 day visa in), decision letter and University applicant ID number to the Student Services Centre. This is on the ground floor in the Carrington Building, Whiteknights campus. Please click here for a campus map. You can collect your BRP card anytime Monday to Friday, 9am – 4.30pm.

The collection desk will also be open during arrivals weekend on Saturday 22nd September and Sunday 23rd September between 9 am - 5pm.

Post Office collection

If you have selected Post Office Collection in Reading, it is likely that your decision letter will indicate one of the 3 participating Post Office branches. Your BRP card will only be available from this one Post Office. If you need to change the Post Office you had previously selected you need to contact the Post Office directly and there will be a charge to change the collection Post Office location.

Participating Post Offices in Reading:

<table>
<thead>
<tr>
<th>Broad Street Mall</th>
<th>Lower Earley</th>
<th>Northumberland Avenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Board Street Mall</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READING RG1 7QA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Chalfont Way – Earley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READING RG6 5HQ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>234 Northumberland Avenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>READING RG2 7QA</td>
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Please note that failure to collect or attempt to collect your BRP card within the specified time can result in a civil penalty and/or fine. This may result in your visa being cancelled and a civil penalty under the Immigration Act must be declared in any future UK visa application.

Problems or errors on your biometric ID card

If there are any problems with collecting your BRP or errors on your BRP card, please speak to the International Student Advisory Team (immigration@reading.ac.uk). Do not attempt to correct the errors before speaking to the Team.

Dependants

If you have applied for dependants to accompany your stay here in the UK, your dependants will also be subjected to the procedure as outline above. The University ACL code can be used by your accompanying dependants. If you use the University as your collection point and you have all been issued visas at the same time, you can collect all your family’s BRP cards. However, you must bring all dependant’s passports and decision letters with you.
It is advisable that you, as the main applicant should accompany your dependants to collect their BRP cards, even if you have not travelled to the UK at the same time.