

## BIOMETRIC RESIDENCE PERMIT (BRP)

### CHECK YOUR CARD

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#### Check your BRP card once you have collected it

If you think there is an error on your card, you must report this within 10 days of collecting your card. Any errors must be reported on the Home Office website <https://www.gov.uk/biometric-residence-permits> or contact the Student Immigration Team (Advice) for help.

Failure to request any error corrections, within the time limit, can be seen as a breach of your visa.

If you are re-issued with a new corrected BRP, you must provide copies (front and back) of the new BRP card to the Student Immigration Team (Advice & Compliance).

#### Things to check on your BRP:

- Check your **NAME, DATE OF BIRTH, NATIONALITY, GENDER and PLACE OF BIRTH.**
- Check the **CONDITIONS** attached to your visa.

#### Work conditions

Your BRP will tell you how many hours per week you are allowed to **work during term time**.  
For students studying at degree level, your BRP should state 20hrs per week during term time.  
For students studying below degree level your BRP should state 10hrs per week during term time.

If you work more hours than permitted, you could face criminal prosecution and your ability to study and stay in the UK will be affected.

### CHECK YOUR VISA END DATE

The length of your visa should be long enough for you to complete your programme of study, plus an additional period at the end of the course as well. **\*\*PLEASE NOTE\*\*** If your BRP expires on 31 December 2024 but your permission to stay in the UK, as stated on your UKVI decision letter, allows you to stay longer, this is not an error. You will not need a BRP from 1 January 2025, you'll be able to prove your immigration status online.

| Type of course        | Length of course   | Length of stay allowed                |
|-----------------------|--------------------|---------------------------------------|
| Main course           | 12 months or more  | 4 months after the end of your course |
|                       | 6 – 12 months      | 2 months after the end of your course |
|                       | Less than 6 months | 1 week after the end of your course   |
|                       |                    |                                       |
| Pre-Sessional English | 12 months or more  | 4 months after the end of your course |
|                       | 6 – 12 months      | 2 months after the end of your course |
|                       | Less than 6 months | 1 month after the end of your course  |

## KEEP IT SAFE

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Your BRP is your visa – it is proof of your right to stay, study and work in the UK. **Keep it safe.**

Make copies of your BRP (front and back) and keep those copies and your card in a safe place.

You do not need to carry your BRP in your purse/wallet - if you lose it, you will need to apply and pay for a new one. Only carry it when you need to show it (e.g. when registering as a student, attending the University's visa check, opening a bank account or registering with a doctor).

Remember - you *must* carry your BRP when travelling in and out of the UK.

Make a note of your visa expiry date. If you need to apply for a new visa, you must do this before your current visa expires. You must provide copies (front and back) of a new BRP card to the Student Immigration Team (Advice & Compliance).

## LOST, STOLEN OR DAMAGED BRP

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Any lost, stolen or damaged BRP must be reported to the Home Office.

<https://www.gov.uk/biometric-residence-permits/lost-stolen-damaged>

If your BRP is lost or stolen, you must also report this to the police.

Once reported you *must* apply to replace a lost, stolen or damaged BRP. Failure to apply for a replacement BRP within the specified Home Office time limit may result in a fine of up to £1,000 and your permission to stay cancelled. You must provide copies (front and back) of the new BRP card to the Student Immigration Team (Advice & Compliance).

*If you were allowed to register on your 90-day vignette, make sure that you bring your BRP to the Hutton Hub as soon as you have collected it so that a copy can be scanned to your student file. Failure to do so could result in your withdrawal from the University.*

For **help and advice** on any matter relating to your BRP please contact:

Student Immigration Team (Advice)

Ask Herts (Hutton Hub), College Lane Campus

Email: [sitadvice@herts.ac.uk](mailto:sitadvice@herts.ac.uk) Phone: 01707 284800 Instagram: [uh\\_sitadvice](#)