

BRP (Biometric Residence Permit) card collection for University of Oxford Students starting in Autumn 2021

Frequently asked Questions

Note for EU, EEA, Swiss students: If you have settled or pre-settled status granted under the EU Settlement Scheme you will not need a Student visa. If you do not have this status you will need to apply for a Student visa but it will be issued in the form of an electronic document so you will not receive a BRP card and the information below does not apply to you.

When your Student visa is granted, you will receive a 90-day travel vignette/sticker affixed into your passport to allow you to travel to the UK (note this may change to 30 days as the pandemic eases as 90 days was a temporary measure during the pandemic). You will then need to collect the BRP, your student visa issued in the form of a card for the duration of your course plus some additional time, either at your Oxford College if you are arriving between 27 September and 5 October 2021 (or earlier if you need to quarantine) or at the Post Office in Oxford, or another city, if you are arriving before 27 September 2021. Choose one option below:

1. How do I choose to collect my card at my Oxford College?

If you are arriving between 27 September and 5 October 2021, or earlier if you need to quarantine, choose this option (if you are arriving much earlier see question 2 below), there are two steps:

- On the online visa application form you will be given three options choose the 'Alternative location' option and enter the code **2HE627**.
- You must then [sign-up on the Eventbrite page](#) to let us know you are collecting the card at your college and if you have any dependants

If you have dependant/s they must also complete a separate visa application and use this code, but you can collect the cards on their behalf (see question 7).

If you are **under 18 years of age, you are also highly recommend to collect the card at your college** (see question 8) otherwise the process can be quite convoluted in getting permission granted for a named responsible adult to accompany you to collect the BRP card.

If you are a *Recognised Student* (i.e. students coming for one, two or three terms only for postgraduate research that will contribute towards a PhD in your home country) you will not have a College place so please choose the 'Recognised Student' option on the Eventbrite page above. We will then contact you to explain where to collect your BRP.

2. What is the Post Office option?

If you are arriving before 27 September 2021 e.g. MBA, MFE, MPP courses or arriving much earlier for other reasons you should choose the Post Office option in Oxford (St Aldates Post Office) or another city if you are living somewhere else before coming to Oxford. You will need your BRP to open a bank account and your college cannot give you the BRP card before 27 September 2021, so the Post Office option will allow you to collect the card earlier. The Post Office are expecting some early start students to attend and have put in place measures for social distancing to keep customers safe.

To collect the BRP at the Oxford Post Office select '**Sponsor Address Postcode**' on the online visa application form and enter **OX1 4BG**. If you want to choose another location (Post Office) in the UK, you can enter your residential address and postcode.

3. How soon should I collect my BRP?

You should collect it as soon as possible but you **must follow the instructions from your college about enrolment times and dates to ensure social distancing procedures are maintained**. If you need to quarantine you can collect it from the college office as soon as you finish quarantine.

If you chose to collect it at the Post Office then collect it as soon as you can, again you must wait until any period of quarantine is finished before collecting your BRP. Your college will need the BRP to formally enrol you and they are required to scan a copy before you can start your course but they will make allowances if you need to quarantine so you can start the course. You will also need it as evidence to open a UK bank account.

See note in question 4 for collection information for *Recognised Students*.

4. Do I need to book an appointment to collect my BRP at my Oxford college?

It will be collected at the same time as your enrolment and when you also collect your University ID card. You **must follow the college instructions about enrolment times and dates** to ensure social distancing procedures are maintained. Please [sign up on the Eventbrite page](#) so we can give your Oxford college a list of students who are collecting BRPs and any dependant/s.

For *Recognised Students*, as you do not have a college place we will contact you by email to arrange collecting your BRP.

5. What will I need to bring to collect my BRP from my Oxford College?

You will need to bring your passport with your 90 or 30 day Student travel vignette/sticker and the explanatory letter you received with the outcome of your visa application if you still have it (if you do not have it, do not worry). You do not need to bring the confirmation pdf from Eventbrite (see question above). If you are collecting BRP cards for your dependant/s you must also bring their passport/s and decision letter. They do not need to and should not attend enrolment. You **must follow the college instructions about enrolment times and dates** to ensure social distancing procedures are maintained and if you need to quarantine you must complete that period before collecting your BRP.

6. Why does my decision letter instruct me to collect my BRP from the Post Office and not my college?

This means you did not select the alternative location on your visa application form by using the ACL code. You will need to collect your visa from the Post Office. If you chose to collect it from the main Post Office in Oxford it is located on [St Aldates Street](#) in the centre of town and is open from 9.00am – 5.30pm Monday to Saturday (from 9.30am on Tuesdays). Your decision letter will confirm the Post Office branch where you chose to collect your BRP.

Can I change where to collect my BRP?

a. ~~From/to your Oxford College or St Aldates Post Office~~

~~After your visa has been issued please email student.visacompliance@admin.ox.ac.uk with your student number, full name, nationality, date of birth and CAS number and the change you wish to make and we will ask the Home Office if this is possible.~~

Update: the Home Office are not able to offer this option to switch locations this year so you will need to keep the option you decided on your visa application.

b. Any other changes

We cannot change it from another UK Post Office to Oxford, or Oxford to another UK Post

office collection. It is possible for you to ask the Post Office for your card to be sent to another Post Office location [see Home Office website](#) but this could delay you collecting your card and the Post Office will charge you a small fee for this.

7. How do I collect my dependants' visas?

a. At your Oxford College

If you are coming to Oxford with your dependants, you will be able to collect their BRPs with your card if you have chosen the Oxford college collection location. Your dependants must enter the same Oxford code (**2HE627**) on the Alternative collection location form on the Home Office online application when they apply. Your dependants do not need to come to college enrolment (and should not attend) but you should bring their passports and decision letters.

b. At St Aldates Post Office or other UK Post Office

If you are collecting your dependants' visas at the Post Office you will need to take all their passports and decision letters. If your dependants are under 18 years of age you will also need to get an authorisation email from the Home Office, this is explained in the main applicant's explanatory letter issued when the visas were granted.

8. If you will be under 18 years of age when you start at Oxford

You **are highly recommended to collect your card at your Oxford College** as if you choose to collect it at the Post Office you will need to arrange permission for a named responsible adult to accompany you and obtain the relevant authorisation form from the Home Office before going to the Post Office. This can take a very long time to organise but if you collect your card at your college this is not necessary.

9. I will not arrive in the UK until after 5 October 2021 and I chose to collect my BRP from the college. What should I do?

If you arrive shortly after 5 October 2021 and you used the ACL code (**2HE627**) on your visa application, that will be fine, and your college will make a time for you to enrol and collect the card.

10. What should I do if there is a mistake on my 90-day (30-day) Student travel visa or decision letter?

This should be corrected before travelling to the UK by contacting the Visa Application Centre with details of the error. Contact student.immigration@admin.ox.ac.uk with the details of the problem and your student number if you need any help.

11. I have lost my decision letter about which Post Office to collect the BRP/or there is an error on the letter

Contact the [Home Office](#) to arrange for a replacement letter

12. My 90-day (30-day) Tier 4 travel visa will expire before I arrive in the UK - what should I do?

You will not be able to enter the UK if your permit is not valid on the day you arrive. If the entry permit has been issued with the correct validity but your travel plans have changed, you will need to apply for a replacement permit.

If the entry permit has been issued with an incorrect validity, you will be able to get this corrected. Please contact us if you are unsure: student.immigration@admin.ox.ac.uk

13. My course is less than six months, what do I have to do?

Students applying for a visa for a course of less than six months will receive the visa in their passport and will not need to collect a further document on arrival in the UK.

14. I am applying in the UK; how will my visa be issued?

Your BRP will be sent to you through secure courier when you extend or apply for a visa from within the UK.

15. Do I need to do anything when I have received my BRP?

Your college will ask for an electronic copy of your passport ID page and BRP and will send you instructions about this. You will not be able to enrol or start your studies until the college has done this check. You must follow college instructions about enrolment times and dates so that social distancing procedures can be followed.

You should keep your BRP safe with your passport as it is difficult to replace if it is lost or stolen. You will need it each time you enter and leave the UK and if you need it to prove your right to work, if you do any part-time work.

16. Once I arrive and collect my BRP, can I leave the UK?

Yes, you can leave the UK and you will need to show your BRP and your passport each time you travel. If you do not collect your BRP and have to leave, you can re-enter the UK within the 90-day (30-day) period of the travel vignette (i.e. you can re-enter without your BRP) but you must collect your BRP as soon as possible on your return.

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