University of Oxford

BRP (Biometric Residence Permit) collection FAQs for Oxford students

If you are applying for a Tier 4 visa to come to the UK for more than 6 months you will get a 30 day travel sticker (vignette) in your passport and will need to collect your BRP after you arrive. Students coming for six months or less will get a visa sticker for the whole course period instead of a BRP and these notes will not apply to them.

Key points

- The code to collect the BRP at the Examination Schools is 2HE627 (1st to 8th October- excludes weekend). Enter this on your online visa application but read note 2 below first.
- Sign-up page to book a time to collect your BRP at Examination Schools
- If you are under 18 years old read point 8 below; you should collect your BRP at the Examination Schools.

1. How soon should I collect my BRP?

You should collect it as soon as possible and within 10 days of arrival in the UK. Your college will need to scan it to formally enrol you on your course. You will also need it to open a UK bank account.

2. Should I choose to collect the BRP at the Examination Schools or the Post Office?

If you are arriving between 1 and 8 October the Examination Schools will be easier and more convenient. If you are arriving earlier than 1 October, or after 8 October, choose the Post Office option instead as we cannot give you the BRP earlier than 1 October at the Examination Schools and you will need the BRP to enrol and open a bank account. See note 9 about how to collect at the Post Office.

To choose the Examination Schools as the collection point, choose the ‘Alternative location’ option on the online visa application form and enter the code 2HE627. See the Oxford guide to applying for your visa for further information and a screenshot of this page.

3. Do I need to book a date and time to collect my BRP at the Examination Schools?

Yes. Once you have completed the online visa application process and have chosen the Examination Schools as your collection point please sign up for a morning or afternoon slot on the Eventbrite registration website:

You can collect the card from Tuesday 1 October – Tuesday 8 October with designated 1 hour slots on these days (excludes weekend): 10am-11am, 11am-12 noon, 1pm-2pm, 2pm-3pm, 3pm-4pm.

You can change your booking at a later date if necessary. The Examination Schools is also the location for the Student Union Freshers fair and is located here.

Come at any time during the one-hour time slot you booked but first thing in the morning may be busy and you may need to wait. Issuing your BRP will take approximately 10 minutes and a member of staff from the University will give you the BRP card.

4. What will I need to bring to collect my BRP from Examination Schools?

You will need to bring your passport with your 30 day Tier 4 travel visa and the letter you received with the outcome of your visa application, if you still have it (if not do not worry). You do not need to bring the

Remember: look after your BRP as if you lose the card it is expensive and inconvenient to replace it. You will only need it for travel outside the UK so keep it safe with your passport.
appointment confirmation pdf from Eventbrite (see above). If you are collecting BRP cards for your dependant/s (see note 7) you must also bring their passport/s and decision letter.

5. Why does my decision letter instruct me to collect my BRP from the Post Office?

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

6. Can I change where to collect my BRP?

a. From/to Examination Schools or St Aldates Post Office
   When your visa has been issued please email Tier4compliance@admin.ox.ac.uk with your student number and CAS number and the change you wish to make and we will ask the Home Office if this is possible.

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’ BRPs?

a. At the Examination Schools
   If you are coming to Oxford with your dependant/s, you will be able to collect their BRPs along with your own card if you have chosen the Examination Schools collection location. Your dependants must enter the same Oxford code 2HE627 for the Alternative collection location on the Home Office online application when they apply. Your dependants do not need to come to the Examination Schools but you should bring their passports and decision letters. Note that if you are collecting BRPs for dependants under 18 years of age you do not need the authorisation email from the Home Office if collecting at Examination Schools but you do need this if collecting at the Post Office see below.

b. At St Aldates Post Office or other UK Post Office
   If you are collecting your dependant/s 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 old when you start at Oxford

We highly recommend you arrange to collect your BRP at the Examination Schools as if you choose to collect it at the Post Office you will need to arrange for an adult to accompany you and obtain the relevant authorisation form from the Home Office before going to the Post Office. This can take a while to organise but it is not necessary if you collect your BRP at the Examination Schools.

9. I am arriving in Oxford early – which location should I choose for collecting my BRP?

If you are arriving much earlier than the collection dates offered at the Examination Schools (1-8 October) you might need your BRP earlier, for example for opening a bank account and enrolling with the college and you will not want to wait to do this. Do not choose the Examination Schools option, but instead collect the BRP at the Post Office.

Remember: look after your BRP as if you lose the card it is expensive and inconvenient to replace it. You will only need it for travel outside the UK so keep it safe with your passport.
If you are collecting your BRP from the Post Office you should enter the postcode OX1 2JD in the Sponsor Address Postcode part of the online form to select St Aldates Post Office. If you are collecting from the Post Office, you must do so within 10 days of arriving in the UK. The Home Office allows this 10 day period to be extended if you are collecting your BRP from the Examination Schools.

10. I will not arrive in the UK until after 8 October and I chose to collect my BRP from the Examination Schools. What should I do?

If you arrive shortly after 8 October and you used the ACL code 2HE627 on your visa application, you will need to collect your BRP from the Examination Schools. Please email Tier4compliance@admin.ox.ac.uk to arrange collection.

11. What should I do if there is a mistake on my 30 day Tier 4 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.

12. 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.

13. My 30 day Tier 4 travel visa will expire before I arrive in the UK for the first time - 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

14. My course is six months or less, what do I have to do?

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

15. I am applying in the UK, how will my visa be issued?

Your BRP will be sent to you by secure courier when you extend or apply for a visa from within the UK, you do not need to collect it.

16. Who needs to see my BRP?

Take the BRP along with your passport to your College Office as soon as possible and before you start your studies. Your college will scan and keep a copy of the BRP card and the ID page of your passport. This allows you to enrol and start your study.

17. 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. You don’t need to replace the 30 day travel visa while you have a current BRP. If you do not collect your BRP and have to leave, you can re-enter the UK within the 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.

Remember: look after your BRP as if you lose the card it is expensive and inconvenient to replace it. You will only need it for travel outside the UK so keep it safe with your passport.