

BRP (RC) Application Document Checklist

Warwick Student I.D. number: _____ Name: _____

Last updated: 21.03.2018

Please tick off each item below to indicate you have completed the step/gathered the documents. You need to bring the checklist and the documents indicated below to your appointment:

Completed BRP(RC) form (use a black pen, write name and address in capital letters)

- More guidance on getting a replacement BRP can be found here: <https://www.gov.uk/biometric-residence-permits/replace>
- The application form can be downloaded from here: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/643415/brp-rc-form-09-17.pdf
- We have produced a sample form to help you complete the form: <https://warwick.ac.uk/study/international/immigration/current/lostpassportandvisas/sampleform/>

It is not possible for you to fill out the form during the appointment so do bring the completed form. However, if you are unsure how to answer a particular question then leave it blank.

2 passport-sized photos taken within the last month

- Must be taken within the last month, with plain cream or light grey background, no smile, measure the size of your head (from the crown of your head to your chin) is between 29-34mm high.
- You can obtain them from any photo booth for about £6 (There is a 'Photo Me' in the Student Union building, and a few machines in Cannon Park). Make sure you choose photos for 'passport'.
- See guidance here: <https://www.gov.uk/photos-for-passports/photo-requirements>

2 documents as proof of your address

- This can be a recent student status letter (you can obtain this from Senate House Student Reception), a recent bank statement with your name and address on, tenancy agreement, utility bill, NHS registration card etc.. They need to be original.
- If you are using utility bill in joint names, you will need to obtain consent and signature from all other named account holders on the BRP(RC) form

Original passport and 1 photocopy of it (if your last BRP was granted within the last two years and it is a like-for-like application then **there is no need to send your original passport**)

1 Photocopy of your previous BRP card (if you have one)

1 Police Report and/or Crime reference number (if available).

1 Home Office Letter confirming the grant of your visa (if available)

1 Police Registration Certificate (please make sure this is updated with correct marital status, address, passport and visa details)

- Not all students need a Police Registration Certificate. It is likely that you will need one if you are a national of the following countries and your study lasts longer than 6 months: **Afghanistan, Algeria, Argentina, Armenia, Azerbaijan, Bahrain, Belarus, Bolivia, Brazil, China, Colombia, Cuba, Egypt, Georgia, Hong Kong, Iran, Iraq, Israel, Jordan, Kazakhstan, Kuwait, Kyrgyzstan, Lebanon, Libya, Moldova, Morocco, North Korea, Oman, Palestine, Peru, Qatar, Russia, Saudi Arabia, Sudan, Syria, Tajikistan, Tunisia, Turkey, Turkmenistan, United Arab Emirates, Ukraine, Uzbekistan, Yemen.**

1 Postal Order of £56 (please note that if you choose not to use postal order but your personal bank card, your application may be delayed if payment doesn't clear for whatever reason)

- You can obtain this from any Post Office. Ask for a Postal Order made payable to '**Home Office**'.
- Write your name and d.o.b in capitals on the back of the Postal Order.
- Please note the current processing time for a BRP (RC) application is about 8 weeks.
- **DO NOT** buy the postal order if you want to attend an in-person appointment (an in-person appointment would enable you to obtain your new BRP card much faster, i.e., instead of 8 weeks, it would take 7-10 days after your in-person appointment, although it would cost an additional **£590**).