 **Correcting mistakes on your Biometric
Residence Permit (BRP)**

Regrettably, there is a mistake on your Biometric Residence Permit which has been received from UK Visas and Immigration Directorate (UKVI).

**The mistake on my card is:**

You are obliged to notify the UKVI of this mistake so that they can issue you with a new card. Failure to do so could result in a significant fine of up to £1000. The University is able to help you request a correct card at no cost. In order to do this, they just need your permission to liaise with the UKVI on your behalf.
 **Process stages**

1. **This information sheet, along with a copy of your BRP, needs to be sent to the International@CampusiIfe** (ICL) team using the SUVisas@swansea.ac.uk email address. They then contact the UKVI to highlight the mistake.
2. **The UKVI will look at your case**, if a mistake has been made they will automatically cancel your current BRP and re-issue one with the correct details.
3. **ICL will contact you** (via your University email) to say that the UKVI have agreed to re-issue your new card.
4. When your new BRP arrives **your new BRP will be at MyUniHub for you to collect** and you will be notified you by email that it is waiting for you
5. You need to send your old BRP back to UKVI and could face a fine if you do not do so.

**Important notes**

* If UKVI refuse to re-issue your BRP the ICL team will contact you direct by email for next steps
* ICL will not return your old BRP to the UKVI until your new one has been received
* We recommend that you get a **VALIDATE ID card**. This is a card issued by the UK government that you can carry with you to prove your identity instead of your passport/BRP. It reduces the risk of you losing either of those important (and hard to replace) documents. You can access one easily via ICL. Information is on MYUni and ICL will email you the link for this as part of this process.
* **You cannot travel out of the UK until your new BRP is returned (process time approx.: 4-12 weeks)**

 **Please complete the details below to indicate that you have read and understood the information above.** You give permission for the ICL team to liaise with the UKVI on your behalf and understand it is your responsibility to complete the actions outlined to ensure you have the correct immigration details on your BRP.

Your details will not be shared with anyone outside the direct process unless we have your express permission and information will be held as per UK General Data Protection Regulations (GDPR).

**Your name (as written on the BRP card):**

 **Date:**

**Signature (you may type this):**