

# International Students' Information Sheet

## BRP Collection at our Loughton Campus

The location your Biometric Residence Permit (BRP) will be available for you to collect it from will be stated in your UK Visas and Immigration (UKVI) decision letter, you would have been sent this with your passport. UK Visas and Immigration is part of the Home Office.

The date your BRP should be available at the collection location will be stated in your UKVI decision letter.

Please be advised that many BRP's are not arriving at the collection locations by the date specified by the UKVI.

### Collecting your BRP from a Post Office

You can use the Post Office branch finder to find details of when the branch of the Post Office you have selected is open and where it is located.

<http://www.postoffice.co.uk/branch-finder>(enter the Post Code stated on your decision letter).

You will have to take a bus or train depending on the branch you have selected.

You must take your passport and your UKVI decision letter with you to collect your BRP.

Please note the Post Office is not open on a Sunday.

### Collecting your BRP from the University - Loughton Campus

BRP's will be available to collect from the Loughton Campus during your registration period.

If you arrive in the UK more than 10 days before your registration day and have selected the University as your collection location you will need to come to the Colchester Campus to collect your BRP, information below.

### Collecting your BRP from our Colchester Campus:

You should be able to collect your BRP from the date stated in your UKVI decision letter.

You must bring your passport and your UKVI decision letter with you to collect your BRP.

The International Services Team will email you to inform you when and where you can collect your BRP. Emails will be sent to both your @essex.ac.uk address and a personal email address, if you have supplied one. If you haven't had an email we recommend you email [casquery@essex.ac.uk](mailto:casquery@essex.ac.uk) or call us on 00 44 1206 874637, to check we have your BRP before you travel to Colchester.

### Where and when to collect your BRP:

The Information Desk, Student Services Hub, first floor of the Silberrad Student Centre.

Opening hours: Monday to Friday 9am to 5pm

Please be aware that we are expecting a high volume of BRP's so you may have to queue

Please read our Tier 4: Biometric Residence Permit web page for more information and guidance  
[http://www.essex.ac.uk/immigration/apply\\_for\\_a\\_visa/tier4/biometric-residence.aspx](http://www.essex.ac.uk/immigration/apply_for_a_visa/tier4/biometric-residence.aspx)

**You must collect your BRP within 10 days of arriving in the UK, check it and report any errors immediately to the Home Office**