Step-by-step guide to creating a UKVI account and registering for an e-Visa. Version 08/24

Step 1

Create a UKVI Account via the UKVI link: https://www.gov.uk/get-access-evisa

What you need to do

You will be asked to:

- create a UKVI account
- confirm your identity using the 'UK Immigration ID Check' app

This information will be used to link your eVisa to your UKVI account. You'll get an email when you can access your eVisa in your account.

Before you start

You will need:

- an email address and phone number
- access to a smartphone
- your BRP card (or a valid passport, and either your BRP number or your visa application number)

Start now >

Click 'start now'. We recommend using your own personal email and phone numbers. Avoid using contact details belonging to someone else as this may cause complications for you being able to access your UKVI Account and proving your immigration status in the future.

We advise you **not** to use your Swansea University email address as this account will close when you leave the University.

Have you ever had a biometric residence permit (BRP)?

◯ Yes

◯ No

◯ I am waiting for my first BRP

Continue

Yes

Do you still have your biometric residence permit (BRP) card?

This includes an expired BRP.

⦿ Yes   ◯ No

Continue

Yes

Is your biometric residence permit (BRP) valid?

To be valid, the BRP expiry date must be in the future. We only want this information to understand if we can use your BRP to confirm your identity.

◯ Yes

◯ No, it expired less than a year ago

◯ No, it expired over a year ago

Continue

Yes

If you have **indefinite leave to remain (ILR)** but your BRP has already expired, select the appropriate answer and confirm whether you have a valid passport. You should still be directed to create a UKVI Account.

Create a UK Visas and Immigration (UKVI) account

You need to create a UKVI account to:

- view your immigration status (eVisa) online
- access someone's account so you can help them get an eVisa
- act on behalf of someone who cannot manage their account. For example, a young child or vulnerable person
- confirm your identity, update your details or get proof of your immigration status

You will need the following details either for yourself or someone you're acting on behalf of:

- date of birth
- a biometric residence permit (BRP), passport or other identity document
- access to your email address or phone number

If you want to give someone access to your account, you will need their email and phone number.

Create an account

Create account
Who are you creating this account for?

○ Me

○ Someone else
For example, you are a parent creating an account for your child, or you are helping someone with their immigration applications.

Continue

If you are creating the account on behalf of your Child Dependant, choose '**Someone else**'. In all other cases, chose '**Me**'.

Next follow the instructions on-screen entering all your personal and BRP details.

Create account

Which identity document are you using?

Choose the document you will use to prove your identity. You will also use it to sign in to your account.

○ Biometric residence permit (BRP)
   Your BRP cannot have expired more than 1 year ago

○ Passport
   Your passport cannot have expired

Continue

Select '**Biometric residence permit (BRP)**' for this question.

Important - You will need to add your passport details to your UKVI Account once your e-Visa has been issued and is ready to view.

Create account

Do you want someone else to have access to your account?

This could be a friend, family member or immigration adviser who is helping you. They can access and help with any of your visa or immigration applications. They cannot prove your immigration status or update your details.
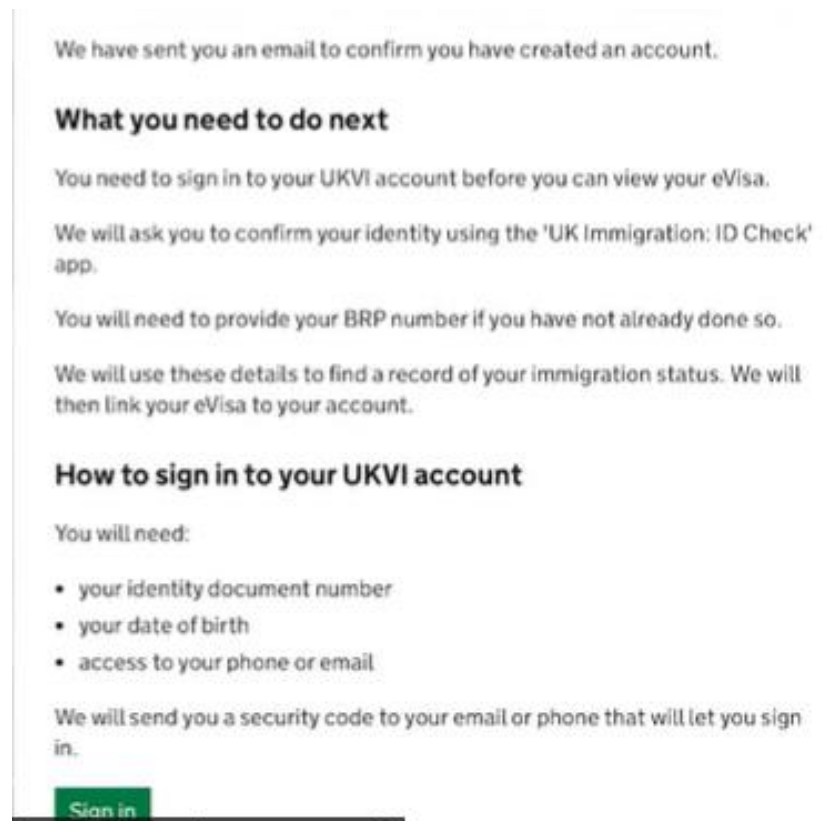
○ Yes   ○ No

Continue

Create account

Check your answers before you create your account

Stop and check the answers you have entered so far – it is much easier to correct any mistakes at this point, than having to correct them later on.

We have sent you an email to confirm you have created an account.

What you need to do next

You need to sign in to your UKVI account before you can view your eVisa.

We will ask you to confirm your identity using the 'UK Immigration: ID Check' app.

You will need to provide your BRP number if you have not already done so.

We will use these details to find a record of your immigration status. We will then link your eVisa to your account.

How to sign in to your UKVI account

You will need:

- your identity document number
- your date of birth
- access to your phone or email

We will send you a security code to your email or phone that will let you sign in.

Sign in

Once you have completed the final steps, you will receive an email confirming the UKVI Account has been set-up. File this email somewhere safe and follow any instructions in the email.

Your UKVI Account should now be ready to access.

If you completed **Step 1** on your laptop, now is the time to switch to your smartphone or tablet because you will need to download and use the UK Immigration: ID Check App for the next part of the process.

Check your emails for a link in order to sign back in. Sign into your UKVI Account using your smartphone and follow the instructions on-screen.

Sign back into your UKVI Account and continue with **Step 2** – which is to confirm your identity.

Step 2

Sign in

What is your biometric residence card or permit number?

ZU1234567

ZU1234567

Biometric residence card or permit number

If you used your BRP card to create your UKVI Account, you will need to re-enter the details and use your phone/email address to receive one-time access codes in order to to sign back in.

Once signed in, you will be prompted to download the **UK Immigration: ID Check** App

Continue on the app

1. Download the app

On your phone, search for and download the 'UK Immigration: ID Check' app in the Google Play or App Store.

App Store   Google Play

I cannot download the app

2. Connect the app to your account

Open the app and select how you want to connect.

You can either enter the connection code or scan the QR code below.

Connection code

Enter the code you are given and press connect.

Connect

Download the App to your device. You need to link the App to your UKVI Account either using the QR code on-screen or request a connection code.   If the QR code doesn't work, try generating a connection code instead.

Make sure you are using the **correct** App, check the name of the App (**UK Immigration: ID Check** App) and that the author of the App is **'UK Visa and Immigration'**
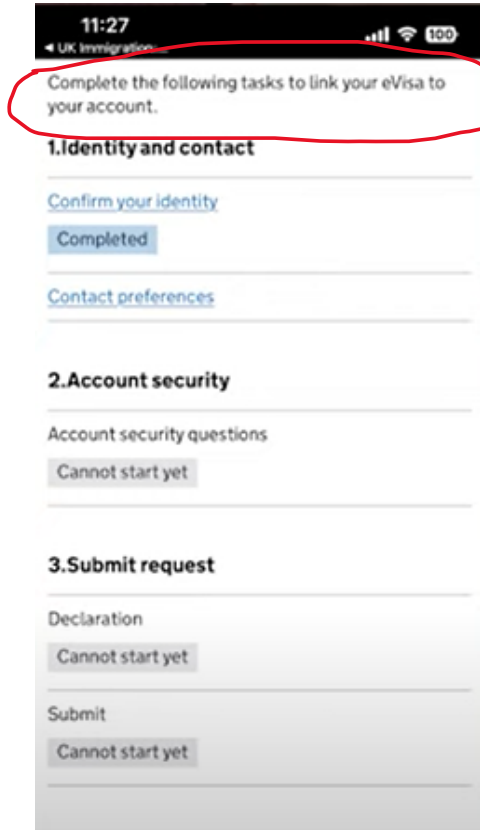
Follow the instructions step-by-step as they appear on-screen. Using the UK Immigration: ID Check, you will be directed take a photo of your BRP (front and back), scan the biometric chip inside the card, take a biometric scan of your face and finally take a photo that will appear on your e-Visa.

When taking your photo, we recommend you find a well-lit, plain wall background. The photo image must be clear with nothing covering your face and without any shadows. You can do this yourself by taking a selfie or you can ask a friend to take the photo for you.

This photo will appear on your e-Visa so make sure you are happy with it.

Step 3

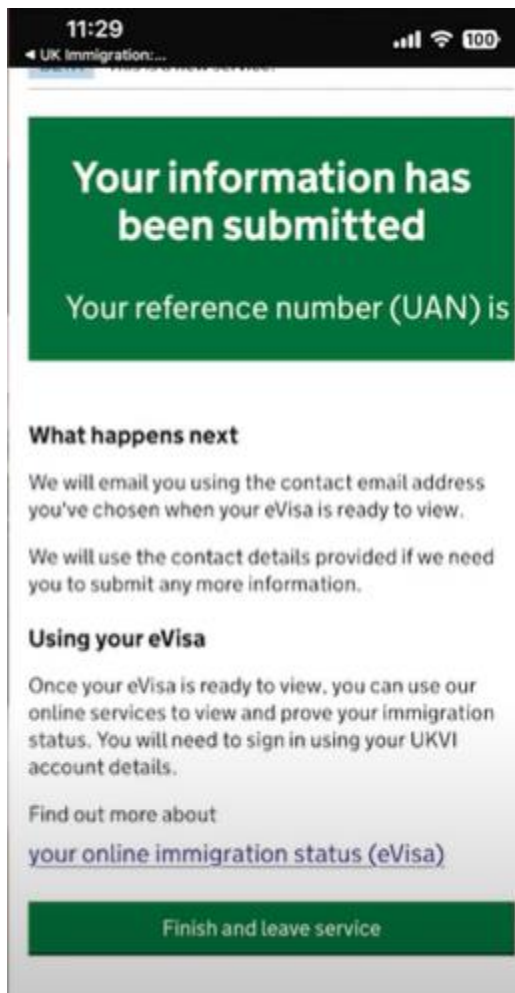Next you will link your e-Visa to your UKVI Account.

On screen you will see a list of sections. You have just completed the 'confirm your identity' section. Next you will need to complete the 'contact preferences' section. You need to complete each section in the order they appear on screen – you cannot jump ahead.

Contact details must be ones that the UKVI can contact you on.

Account security questions are questions and answers that are selected by you and will be used to help verify your identity over the phone if you ever need to contact the UKVI call centre about any problem with your account.

Choose one question and answer from each set (there are three sets) and make a note of these somewhere safe where you can access them in the future if needed. Save and move on to the next section.

Read and **sign the digital declaration** page and then press **Submit**.

Confirmation that you have submitted your e-Visa registration will appear on screen and you will also receive an email.

It can take a few days for your e-Visa to be ready to view on your UKVI Account, so **do not worry** if you don't receive your e-Visa immediately. Keep checking your inbox including your junk and spam folders. Once your e-Visa is ready to view, you will receive another email from UKVI with instructions on how to view and prove your immigration status using your e-Visa. File this email somewhere safe.

Once received, sign in and view your e-Visa as soon as possible and check all of the details are correct.

You will see your photograph as well as similar information to what you currently see on your BRP – name, date of birth, visa type e.g. Student, Graduate, visa start and expiry dates as well as a list of all the things you can and cannot do with your type of visa - these are known as your visa 'conditions'.

Try and complete Steps 1-3 in one go if possible, it should take around 15-20 minutes to complete.

If you have **Dependants** with you in the UK, each Dependant will need their own UKVI Account and e-Visa so please repeat the steps 1 – 3 above for each family member.

Finally, **Step 4**

Your e-Visa is linked to the travel ID document used to create your UKVI Account. For most people this will initially be the BRP. You must continue to carry your BRP when you travel in and out of the UK for as long as it remains valid. UKVI also advise that you carry it for the first few months of 2025.

When you board a plane/train/ferry to travel to the UK your e-Visa status will be checked by the airline or travel company to ensure you have the necessary immigration permission to travel to the UK.

When you arrive in the UK your ID document will be scanned at the immigration desk.

The e-Visa **must** be linked to that travel ID document for the airline staff and immigration officers to be able to see your immigration status.

Before your BRP expires you **MUST** update your UKVI Account with your **current passport details** and link your e-Visa to it because **this** will be the travel document you will use for international travel **before** your BRP expires on 31st December 2024.

Failing to keep your UKVI Account updated may result in you being denied travel to the UK by the airline and/or delays at the UK border.

It can take several days or weeks to update a travel document onto your UKVI Account so please plan ahead and update your e-Visa with your passport ID document as soon as you can after it is issued. This will help you avoid problems or delays when you travel.