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

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

**The mistake on my card or eVisa is:**

You are obliged to notify the UKVI of any mistakes so that they can update your visa record. 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/eVisa sharecode, needs to be sent to the VISA Advice Team** using the VISA.Advice@swansea.ac.uk email address. They then research the correct action for you to take. If necessary they will contact the UKVI on your behalf.
2. **VISA Advice will contact you** (via your University email) to explain next steps.
3. Once your visa has been corrected, you will be contacted by VISA Advice, confirming the correction, and detailing any further information or action required.
4. At this stage, if correcting a BRP card, the old card would now need to be destroyed, with photographic proof sent to the UKVI (the contact information will be supplied in your confirmation of correction email.

 **Important notes**

* You need to regularly check your email for updates from the team and act quickly on any advice given.
* Your **UKVI GWF Reference Num**ber can be found on your Overseas Visa Decision Letter.
* 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.
Information is on MYUni <https://bit.ly/CitizencardID>

**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/eVisa. 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).

**UKVI GWF No:**

**Student Number:**

**Your Full name (as written on your Visa):**

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

**Date:**

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