



UNIVERSITY OF
CAMBRIDGE

International Student Office

Student visa Name changes within the UK

Changes to name – within the UK

- This document is intended to provide guidance to University of Cambridge students on the process to reflect name changes to UKVI.
- It has been prepared by the University's International Student Office using screen shots from the Home Office website.
- Students are advised to read this guidance as well as UKVI guidance prior to making an application.
- If you are inside the UK and have changed your name you must apply for a new BRP.
- You must do this within 3 months of changing your name.
- The application costs £180.20 which includes the £19.20 fee to enrol your biometrics.
- The link to make the application for a new BRP is here: https://visas-immigration.service.gov.uk/product/biometric-residence-permit-replacement-service?_ga=2.47885216.626976920.1583254482-1386038667.1578305325&_gac=1.7663494.1582122274.EAlaIQobChMllm-4ejd5wIVxUPTCh064APHEAAYASAAEgJzmfD_BwE

Changes to name – within the UK

Update, replace or transfer - biometric residence permit or card

Use this form if you are in the UK and you want to update, replace or transfer your biometric residence permit (BRP) or your biometric residence card (BRC).

Select the category of application below for more information on who can apply:

[Update, replace or transfer your biometric residence permit \(BRP\)](#)

[Update or replace your biometric residence card \(BRC\)](#)

This is the relevant option to your circumstances.

Changes to name – within the UK

Update, replace or transfer your biometric residence permit (BRP)

You can use this form to get a **biometric residence permit (BRP)** if you are in the UK and if:

- your BRP or other immigration document is lost, stolen, damaged
- your BRP or other immigration document has expired after you have received indefinite leave to remain
- your UK visa is in a passport that is lost, stolen, damaged, or expired
- you have changed your name, nationality, facial appearance, date of birth, or gender
- you want to transfer or upgrade your old immigration document to a BRP

This is the relevant option to your circumstances.

If your BRP has less than 3 months validity you may want to replace it now if you need to prove your right to work or rent or you are travelling outside the UK.

You do not need to apply for a replacement BRP if you currently have an application with the Home Office for further leave to remain or indefinite leave to remain.

Changes to name – within the UK

How to apply

To apply for a replacement BRP or BRC you need to:

- fill in the application form
- have your documents ready
- pay the application fee
- have your biometrics taken (fingerprints and a photo)

You will need to complete a new application for each dependant applying for a BRP or BRC.

You will be able to save your application and come back to it another time if you need to.

How we use your data

The Home Office will use the personal information you provide to consider your application. We may also share your information with other public and private sector organisations in the UK and overseas. For more detail please see the [Privacy Notice for the Border, Immigration and Citizenship system](#). This also sets out your rights under the Data Protection Act 2018 and explains how you can access your personal information and complain if you have concerns about how we are using it.

Apply now

The process for obtaining a replacement BRP once you have changed nationality is summarised here.

Click on 'apply now' to begin the process.

Changes to name – within the UK

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?

Do not make an application for a replacement biometric residence permit (BRP) if you have recently made an application for leave to remain. If your application for leave is successful, you will be issued with a new BRP.

Yes No

Save and continue

You should not apply for a replacement BRP if you have another visa application pending with UKVI.

Changes to name – within the UK

Your location

Are you currently in the UK?

Yes No

Save and continue

Complete these sections

Register an email

Enter an email address and password so you can save your answers. You will then be emailed a unique link to let you log back in to your application at a later point, if needed.

Throughout your application, you can select the option to 'Return to this application later' in order to re-send the link to your latest saved application.

Emails sent to this address may contain personal sensitive information. We will send a verification email to this email address. This email address must be verified by clicking the link in the verification email before the application can be submitted

Email address

Create a password

Your password must be 8 characters or longer and include a letter and a number or symbol.

Repeat your password

Save and continue

Once you have registered an email address and password you will need to click on the verification email which will be sent to you in order to progress further in the application.

Changes to name – within the UK

Registration email address Immigration adviser

Who does this email belong to?

- The applicant
- An immigration adviser based in the UK
- Someone else

Save and continue

Do you have an immigration adviser based in the UK?

Immigration advisers can advise you on matters relating to immigration and citizenship. For more information, click [here](#).

- Yes No

Save and continue

The University's International Student Office is not considered an immigration advisor in these circumstances. You should only select this if you're paying for an immigration lawyer or similar.

Changes to name – within the UK

Category of application

Select what you are applying for:

[What is a biometric residence permit \(BRP\) and a biometric residence card \(BRC\)?](#)



To update, replace or transfer your **BRP**

Select this option.



To update or replace your **BRC**

Save and continue

Changes to name – within the UK

Check your answers

Check the information below before you continue to the next section.

Personal information

Do you currently have an application with the Home Office for leave to remain for which you have not yet received a decision?	No	Change
Are you currently in the UK?	Yes	Change
Email address		Change
Who does this email belong to?	The applicant	Change

Immigration adviser

Do you have an immigration adviser based in the UK?	No	Change
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Category of application

Select what you are applying for:	To update, replace or transfer your BRP	Change
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You will need to review your answers before progressing further.

Continue

Changes to name – within the UK

Your name

Enter your name as shown on your passport or travel document. Use the English spelling of your name where provided.

If you do not have a biometric residence permit or immigration document, enter your name as shown on your current passport or travel document. For recognised refugees, stateless persons or beneficiaries of humanitarian protection without these documents, enter the name by which the Home Office knows you.

Title

Complete this section with your new name

Given name(s)

Family name

[I am not sure how to enter my name](#)

Save and continue

Changes to name – within the UK

Any other names

Are you now or have you ever been known by another name?

This includes your maiden name and other names you use or have used in the past.

Yes No

Details of your other name

What is your other name?

If you do not have a biometric residence permit or immigration document, enter your name as shown on your current passport or travel document. For recognised refugees, stateless persons or beneficiaries of humanitarian protection without these documents, enter the name by which the Home Office knows you.

Complete this section with your previous name.

Other title

Other given names

Other family name

Changes to name – within the UK

contact email

Can we use this email address to contact you?

If possible, we will use this email as your correspondence address. We will use this to contact you about your application and may use it to contact you about your immigration status after your application has been decided. If your application is successful, we may issue a [biometric residence permit \(BRP\)](#) to you. We will use this email address to make the arrangements to deliver the BRP to you. Emails may go to your spam, junk or trash folders.

You must notify us immediately if your email changes. [Find out how to change your details here.](#)

Yes No

Save and continue

Complete this section.

Changes to nationality – within the UK

telephone number

Provide your telephone number

Only include numbers, and for international numbers include the country code. We may contact you by telephone if we have any further questions about your application, or about your immigration status after your application has been decided. This may be a home, work or mobile number.

You must notify us immediately if the contact telephone number you provide as part of this application changes. [Find out how to change your details here.](#)

I cannot be contacted by telephone

Where do you use this telephone number?

You can select more than one option

For use whilst in the UK

For use whilst out of the UK

Save and continue

Complete this section.

Changes to name – within the UK

postal address

Provide your postal address

We may use this address to send sensitive personal information and important documents such as your [biometric residence permit](#). If we can't contact you by email, we will use this postal address. We may use this address for correspondence about your application and may use you to contact you about your immigration status after your application has been decided.

You must notify us immediately if your postal address changes. [Find out how to update your details here](#)

If you live in a flat and your flat number is not showing when using the postcode lookup, enter your address manually.

Enter a UK postcode

Find UK address

[Enter address manually](#)

Is this where you live?

Yes No

Save and continue

The postal address you list here is the address your BRP will be sent to. Please ensure that you are able to receive mail to this address throughout the application consideration period (8+ weeks if using the standard service).

Make sure you use the correct postcode. If you do not have your postcode you can enter your address into the Royal Mail Postcode Finder to obtain these details:

<https://www.royalmail.com/find-a-postcode>

If you do not live at the address provided, and you select no, the form will also ask you to provide your living address and confirm when you started living there.

Changes to name – within the UK

Your sex and relationship status

What is your sex, as shown in your passport or travel document?

- Male
- Female
- Unspecified

What is your relationship status?

Save and continue

Complete this section.

Changes to name – within the UK

Your nationality, date and country of birth

You must enter all the nationalities you hold.

Country of nationality

Enter as appropriate.

[+ Add another nationality?](#)

Date of birth

Enter date in the format DD MM YYYY

Day Month Year

Country of birth

Place of birth

If your place of birth is shown on your passport or travel document, enter it as shown on your document. Use the English spelling if provided.

Save and continue

Changes to name – within the UK

Your passport

Do you have your passport, or a copy of the information on the photo page?

Yes No

Save and continue

Complete these sections.

! You must use your passport or travel document to complete this section.

Passport number or travel document reference number

Issuing authority

On your passport or travel document this could also be referred to as 'country of issue' or 'place of issue'.

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Enter date in the format DD MM YYYY

Day Month Year

Changes to name – within the UK

Your National Insurance number

What is your current National Insurance number?

Example QQ 12 34 56 C

I do not have a National Insurance number

Save and continue

Enter the details as appropriate.

A National Insurance number is required to work in the UK. As a student, you are not automatically issued with one. You would normally need to have applied for one if you were intending to work in the UK.

Changes to name – within the UK

Convictions and other penalties

Only select one answer at a time. If you need to give more than one answer, you can do so on another page.

- A criminal conviction
- A penalty for a driving offence, for example disqualification for speeding or no motor insurance
- An arrest or charge for which you are currently on, or awaiting trial
- A caution, warning, reprimand or other penalty
- A civil court judgment against you, for example for non payment of debt, bankruptcy proceedings or anti-social behaviour
- A civil penalty issued under UK immigration law
- No, I have never had any of these

You must tell us about spent as well as unspent convictions.

Save and continue

Answer as appropriate.
You must provide full and honest answers.

In the subsequent questions you will also be asked about War Crimes, Terrorist Activities, Extremist Organisations and Views.

You will also be asked to confirm you are a person of good character and asked some details about your employment history.

Changes to name – within the UK

Indefinite leave to remain

Have you obtained settlement or been given indefinite leave to enter or remain in the UK?

This means you have been given the right to live in the UK permanently. You would have been given indefinite leave to remain or indefinite leave to enter. You may also have a 'no time limit' stamp or documents confirming there are no time limits on your residency in the UK.

Yes No

[I am not sure if I have indefinite leave](#)

Save and continue

Complete this section.

Changes to name – within the UK

Application

What type of visa, leave to enter or remain or other permission do you have to be in the UK?

You can find out this information on the document which shows you are allowed to be in the UK

- Visit
- Study
- Work
- Family
- Turkish Businessperson or Worker
- Other

Save and continue

Complete this section.

Changes to name – within the UK

Refugee or humanitarian protection

Are you recognised as a refugee in the UK or have you been granted humanitarian protection by the UK?

Yes No

Dependant of a refugee or someone with Humanitarian Protection

Are you dependant on someone who is recognised as a refugee in the UK or who has been granted humanitarian protection by the UK?

Yes No

Save and continue

Complete these sections.

Changes to name – within the UK

Time lived in the UK

How long have you lived in the UK?

Year(s) Month(s)

Save and continue

Absences from the UK

Have you spent more than 6 continuous months outside the UK since being given leave to enter or remain?

Yes No

Save and continue

Complete these sections.

Changes to name – within the UK

Home Office travel document

Have you ever held a Home Office travel document?

A Home Office travel document allows you to travel outside the UK if you are not British and cannot use or get a passport from your country

Yes No

Save and continue

Complete this section (a BRP is not considered to be a "Home Office Travel Document").

Changes to name – within the UK

Change of personal details

Have any of your personal details changed since receiving your most recent biometric residence permit or immigration document?

This includes changes to your name, nationality, facial appearance, date of birth, or sex.

Yes No

Save and continue

Select YES here.

Changes to nam – within the UK

Your new personal details

What details do you need to change?

Select all that apply

Name

Nationality

Facial appearance

Date of birth

Place of birth

Sex

Name

What is your new name?

Title

Given names

Family name

[I am not sure how to enter my name](#)

This is how you should complete this section if you have changed name.

You will need to provide your new name and give details of why your name has changed.

Changes to name – within the UK

Your Home Office reference number

Do you have any Home Office reference numbers?

If you have previously made an application to remain in the UK, you can find a reference number on letters from the Home Office, called 'Our Ref' or 'Case ID'. If not known, select 'No'.

Yes No

Save and continue

Enter as appropriate.

Changes to name – within the UK

Are you able to provide a biometric residence permit (BRP) card with this application?

- Yes
- No, my BRP is lost or stolen
- No, I have already sent my BRP to the Home Office
- No, I do not have a BRP for my most recent leave

Save and continue

Cancel

Enter details here as appropriate.

Enter the details of your biometric residence permit (BRP)

Read guidance about [what a BRP is](#) and [see examples](#) of what they look like and where to find the BRP number.

Place of issue

Enter your permit number

Issue date

Enter date in the format DD MM YYYY

Day Month Year

Expiry date

Day Month Year

Save and continue

Changes to name – within the UK

Damaged immigration document

Is your biometric residence permit or other immigration document damaged?

Yes No

Save and continue

Enter details as appropriate.

Changes to name – within the UK

Check your answers

Check the information below before you continue to the next section.

You will be asked to check your answers again before you can progress to the next section.

Verification consent

The Home Office will check that the information and supporting documentation from a bank or utility company that you supply as part of this application is correct. You must download, sign and return the following declaration to confirm that you consent for the Home Office to request verification checks:

[Declaration of consent for the Home Office to request verification checks](#)

You should download and print this declaration now. A copy will also be available to download once you have paid for your application.

I will provide a declaration signed by me to confirm my consent for the Home Office to request verification checks

You will need to select this tick box.

Save and continue

Changes to name – within the UK

Consent for the Home Office to request verification checks for joint accounts or third party support

Is the account with a bank or utility company for which you have supplied information and supporting documentation held jointly by you and other people?

Yes No

Does the account with the bank or utility company for which you have supplied information and supporting documentation relate to another person who is to provide you financial support?

Yes No

Save and continue

Enter as appropriate.

Changes to name – within the UK

Mandatory documents

These documents are mandatory and you must provide them as part of your application. Tick the box to agree that you will provide each document:

The passport or travel document

Proof of address

You must include proof of your identity in the form of documents confirming your name and address, such as:

- your UK driving licence
- a council tax statement
- a utility bill
- a bank statement
- a letter from a GP containing your full name and address

Other documents

If you do not provide these documents, your application may be delayed or refused.

Consent form for the Home Office to undertake checks on

Current Biometric Residence Permit

A change of name deed or marriage certificate showing your new name

A current national passport or Home Office travel document showing your new details

Documents

Select the document boxes.

Changes to name – within the UK

Check your answers

You will be asked to check your answers again before moving onto the next section.

Declaration

By sending this application, you confirm that to the best of your knowledge and belief the following is correct:

- the information relating to the application
- the supporting evidence

Also, the application will be processed according to the [privacy policy](#) and [terms and conditions](#).

If false information is given, the application will be refused and the applicant may be banned from the UK and prosecuted.

I confirm that:

- I am the applicant
- I am a representative of the applicant and have been authorised to act on their behalf and have discussed and confirmed the contents of this application with them

Once you have checked all your answers, you will be asked to read and agree that the information you have provided is correct.

Changes to name – within the UK

Choose a service

Select a service from the options below. You will not be able to change this after you have submitted your application.

- Standard service : pay 180.20 GBP**, most people get a decision within 8 weeks of submitting their on-line application

The amount you pay for each service option includes the 19.20 GBP biometrics enrolment fee for each applicable person on this application.

UK Visas and Immigration will contact you if it will take longer to process your application.

Save and continue

Changes to name – within the UK

The final sections of the application require you to pay the visa application fee and book an appointment at the application centre you wish to attend.

Once you do this you will not be able to return and edit your application so please ensure that you only progress further once you have checked your answers and are ready to submit your application.

If you have any questions or are unsure about anything in the application, or your supporting documents, contact the University's International Student Office by emailing international.students@admin.cam.ac.uk

This guide is correct as of February 2022. Please note that changes can be made to the application by the Home Office at short notice. This document is provided as general guidance on completing a student visa application. Contact the International Student Office if you are unsure of anything in the application as you complete it in relation to your circumstances. The International Student Office cannot accept responsibility for any errors or omissions or for decisions made by the Home Office.