



UNIVERSITY OF  
CAMBRIDGE

International Student Office

# Student visa Name changes outside the UK

# Changes to name – outside 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 outside the UK and have changed your name you must apply for a BRP replacement single entry visa before returning to the country. This will allow you to enter the UK with your passport which contains your new name.
- Once you have returned to the UK you will need to apply for a new BRP to reflect your name change and need to do this within 3 months of returning. Instructions on how to do this can be found here: <https://www.internationalstudents.cam.ac.uk/name-and-nationality-changes>

# Changes to name – outside the UK

- To make the application please navigate to <https://visas-immigration.service.gov.uk/product/uk-visit-visa>
- You will need to select your language.
- Confirm visa type – select the following:
  - BRP Vignette Transfer
- Select a country to provide your biometrics – here you must enter the country in which you are making your application and wish to provide your biometrics.
- You must also check available biometric enrolment locations for that country.

# Changes to name – outside the UK

## Apply for a replacement biometric residence permit visa, or to transfer or replace your visa (vignette) in your passport or travel document

Use this form if you are outside the UK and you need:

- a replacement biometric residence permit (BRP) visa because your BRP has been lost or stolen (this lets you re-enter the UK once within one month of issue)
- to transfer your visa (vignette) to a new passport or travel document
- to replace your visa (vignette) because your name or personal details in your existing passport have changed
- to replace your visa (vignette) because your previous visa has expired (this lets you re-enter the UK once within one month of issue)

This is the relevant option to your circumstances.

Apply now

Scroll to the bottom of the page and click on “apply now”

# Changes to name – outside the UK

## Category of application

Select what you are applying for:

- A replacement biometric residence permit (BRP) visa
- To transfer or replace your visa (vignette)

Select this option.

# Changes to name – outside the UK

## Sign in to your UK visa application to verify your email

You can save the application form at any time and come back to it at another time. If you are inactive for 25 minutes you will be automatically logged out.

Enter your password

Sign in

Once you have signed in you will be able to progress your application.

# Changes to name – outside the UK

## Contacting you by email

Who does this email address belong to?

- You
- Someone else

Complete these sections as appropriate.

Do you have another email address?

- Yes  No

# Changes to name– outside the UK

## Your telephone number

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.

You must notify us immediately if the contact telephone number(s) you provide as part of this application change.

Provide your telephone number

Only include numbers, and for international numbers include the country code. You will be able to add any additional telephone numbers after you click 'Save and continue'.

Complete as appropriate, the next section will ask about any other telephone numbers you might have, as well as whether you are contactable by telephone.



# Changes to name– outside the UK

## Your name

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

You must tell us your full name.

### Given name(s)

Your given name is usually your first name. If you have middle names, include these with your given name. If your name has a suffix (e.g. Jr), include this with your given name. If you have a patronymic name, include it with your given name. You must tell us all your given names.

### Family name

Your family name is the surname shared by your family.

Complete this information with the name that is now listed on your new passport / travel document.

# Changes to name – outside the UK

## Any other names

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

Yes  No

Enter your other name

You must tell us your full name.

Other given name(s)

Other family name

[I do not have a current passport or travel document](#)

In addition to the names already provided, are you now or have you ever been known by another name?

You must provide all your names. For example, if you changed your name after marriage or have a different name that you use for professional purposes.

Yes  No

Here you need to declare your previous name, now that this has been changed.

You will then need to enter the details as appropriate.

# Changes to name– outside 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– outside the UK

## Your address

Town/City

Province/Region/State

Postal code (if applicable)

Country

Is this address also your correspondence address?

We may use this address to contact you about your application, including after it has been decided.

Yes  No

Complete these sections.

If you have lived at this address for less than two years you will need to provide evidence of other addresses.

## About this property

How long have you lived at this address?

Select a unit of time and enter a value

 

What is the ownership status of your home?

I own it

I rent it

Other

# Changes to name – outside the UK

## Your passport

**!** 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

  

Complete this section.

# Changes to name— outside the UK

## Your identity card

Do you have a valid national identity card?

This includes identity cards, issued from non-UK governments. This does not include driving licences. If you have an internal passport, provide the details here.

Yes  No

Complete this section.

## Your nationality, country and date of birth

Country of nationality

Enter your country of nationality or citizenship, as shown on your passport or travel document. If you have previous or additional nationalities or citizenships, you will be able to add these later in the application.

Country of birth

Place of birth

Enter your place of birth (for example, the city or province), as shown on your passport or travel document.

Date of birth

For example, 31 3 2020

Day    Month    Year

  

Complete this section.

# Changes to name – outside the UK

## Your other nationalities

Do you currently hold, or have you ever held, any other nationality or citizenship?

You must provide all the nationalities that you currently hold or have ever held.

Yes  No

Complete this section.

## Your planned travel information

Date you plan to arrive in the UK

Enter date in the format DD MM YYYY

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Complete this section.

# Changes to name – outside the UK

## Immigration history

For either the UK or any other country, have you ever been:

- Refused a visa
- Refused entry at the border
- Refused permission to stay or remain
- Refused asylum
- Deported
- Removed
- Required to leave
- Excluded or banned from entry

Yes

No

Complete this section. In the following sections you will also be asked about breaches of UK immigration law, convictions and other penalties, war crimes, terrorist activities, organisations and views, extremist organisations and views, being a person of good character and your employment history.



# Changes to name – outside 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

Complete this section.

# Changes to name – outside the UK

## Your visa or leave

How was your visa or leave granted?

You can find this on your biometric residence permit or immigration document, if you have one.

Complete this section.

Entry clearance

Leave to enter

Leave to remain

What is the start date of your current visa or leave to remain?

Enter date in the format DD MM YYYY

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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What is the end date of your current visa or leave to remain?

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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# Changes to name – outside 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

What details do you need to change?  
Select all that apply

## Your new personal details

- Name
- Nationality
- Facial appearance
- Date of birth
- Gender

Select 'Yes'  
here.

Complete this  
section.

# Changes to name – outside the UK

## Your new personal details

What details do you need to change?  
Select all that apply

Name

What is your new name?

Title

Given names

Family name

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

Enter your name as shown on your passport.

- if you have middle names, include these with your given name
- if your name has a suffix (for example *Jr.*), include this with your given name

[I do not have both a given and family name](#)

Enter the details  
as appropriate.

# Changes to name – outside 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

Complete this section.

# Changes to name– outside the UK

## Information about your application

Your category of application:

### **A replacement biometric residence permit (BRP) visa**

Provide additional information about your application. You do not need to provide details that you have already provided in this application.

Select the guidance for your category of application below to read about the additional information you should provide.

[To transfer or replace your visa \(vignette\)](#)

[A replacement biometric residence permit \(BRP\) visa](#)

Maximum of 3,000 characters

Complete this section.

Give information about why you need to replace your vignette, explaining that you are outside the UK, have changed your name, and need your BRP to reflect your name change in order to enter the country with your new passport.

# Changes to name – outside the UK

You will need to check your answers again before moving to the next section.

## Evidence

### Mandatory

You must provide this evidence as part of your application. Tick the box to confirm that you understand this evidence is mandatory and that you must provide it to support your application:

The passport or travel document for

### Other evidence

You can also provide other evidence to support your application. This evidence is not mandatory but may support your application if you are able to provide it.

Tick to confirm that you have read the guidance below and that you know what evidence you can provide

Read the guidance below to see what you can provide. You can provide what you think is relevant for your circumstances, we may ask you to provide more evidence at a later date.

The 'additional evidence to provide if you are applying for a replacement BRP' section indicates information about stolen BRPs, but this is the correct route to apply if you have changed your name overseas.

We suggest also supplying official evidence of your name change.

You may need to be tested for TB:  
<https://www.gov.uk/tb-test-visa>

# Changes to name– outside the UK

## Conditions

If your application is successful, there will be conditions on your visa or leave to remain. This will include, for example, whether you are able to work in the UK.

If you stay in the UK without permission:

- You can be detained
- You can be prosecuted, fined and imprisoned
- You can be removed and banned from returning to the UK
- You will not be allowed to work
- You will not be able to rent a home
- You will not be able to claim any benefits and can be prosecuted if you try to
- You can be charged by the NHS for medical treatment
- You can be denied access to a bank account
- DVLA can prevent you from driving by taking away your driving licence



I confirm that I understand and accept these conditions

Complete this section.



# Changes to name – outside the UK

You will next be asked to complete the declaration and check your answers.

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.

Once you have returned to the UK you will need to apply for a new BRP to reflect your name change and need to do this within 3 months of returning. Instructions on how to do this can be found here: <https://www.internationalstudents.cam.ac.uk/name-and-nationality-changes>

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](mailto: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.*