



# Collecting your Biometric Residence Permit: Headingley Library

This guide is to help you if you selected Headingley Library as your collection point when making your visa application. If you selected the University of Leeds or a Post Office, please ask for details about your chosen collection point or visit our website for further guidance. <http://students.leeds.ac.uk/brpcollection>

## Do I need to collect my Biometric Residence Permit?

If you have applied for a visa from outside of the UK to study for six months or longer at the University of Leeds, you will need to collect your Biometric Residence Permit (BRP). The BRP is your new visa and will allow you to live in the UK as a student for the duration of your course. In your passport you should have a 30 day entry vignette, to enable you to enter the UK and collect your BRP.

If you're unsure whether you need to collect your BRP you can visit the International Student Office, Level 11, Marjorie and Arnold Ziff Building.

## When should I collect my BRP?

You should have received a decision letter from the Home Office, which states where you collect your BRP from and the date it will be ready.

You should collect your BRP within ten days of your arrival in the UK. If it is not available when you arrive in the UK, then you should collect it within ten days of your BRP being ready for collection.

## How do I collect my BRP?

To collect your Biometric Residence Permit, you must go to:

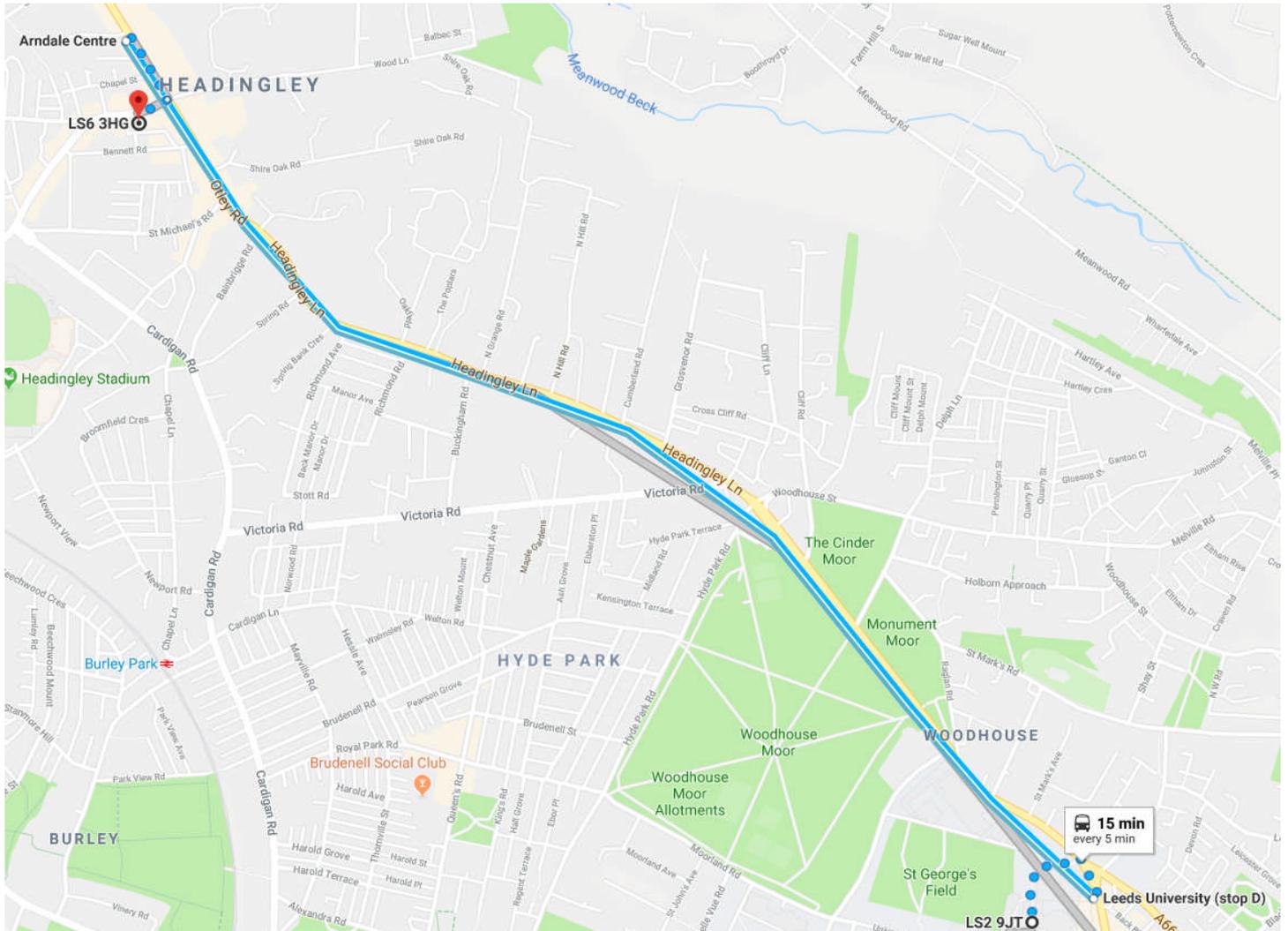
**Headingley Library**  
**North Lane**  
**Leeds**  
**West Yorkshire**  
**LS6 3HG**

You will need to take your passport or travel document with your vignette when you go to collect your BRP. You should also take your decision letter to the Library, which was given to you when you arrived in the UK.

## How do I get to Headingley Library?

Headingley Library is not in Leeds city centre, so you may want to travel by bus or taxi.

You can travel by bus by taking the number 1, 1A, 6, 28, 97 or X84 from the bus stop on Woodhouse Lane, from the Parkinson Steps. The buses take you to the Arndale Centre/Sainsbury's in Headingley and the Library is located nearby on North Lane.



Map data: Google

If you want to travel by taxi, make sure you use a pre-booked service from a registered taxi company such as Amber Cars (0113 202 2117) or Arrow Private Hire (0113 258 5888).

## Opening hours

Monday: 9.00 – 17.30

Tuesday: 9.00 – 19.00

Wednesday: 9.30 – 17.30

Thursday: 9.00 – 19.00

Friday: 9.00 – 17.30

Saturday: 9.00 – 17.30

Sunday: 11.00 – 15.00

## What do I need to take with me?

You will need to take:

- Your passport or travel document with your vignette
- The decision letter that states where and when you should collect your Biometric Residence Permit.

## What if I want to collect my BRP from a Post Office?

You can collect your BRP from a Post Office if you like. You will have to request this at the Post Office you prefer to collect from, and pay a fee. Not all Post Offices offer this service. You can check at [www.postoffice.co.uk/branch-finder](http://www.postoffice.co.uk/branch-finder)

**Changing collection location can be complicated and there may be delays. We recommend that you collect your BRP from the location you originally selected in your visa application.**

## Can someone else collect my BRP from the Library?

Some members of University staff are authorised to collect BRPs for students who can't collect them themselves.

You can only nominate someone else to collect your BRP if:

- You have a serious illness or disability that stops you from collecting your BRP
- You're under 18 and can't collect your BRP at the same time as your parent or guardian.

Please email [brp@leeds.ac.uk](mailto:brp@leeds.ac.uk) if you are in one of these categories. Your BRP will be collected for you and you will be able to collect it from the University.

If for any reason you would prefer someone else to collect your BRP for you, the process is more complex. You can find details of the process at

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440255/Final\\_-\\_v.9\\_overseas\\_BRP\\_leaflet.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440255/Final_-_v.9_overseas_BRP_leaflet.pdf)