

## Information Sheet

### **Biometric Immigration Documents (Identity Cards) for International Students**

#### **What is the Identity Card?**

The Identity Card is a residence permit that holds your biographical and biometric information. It also shows your immigration status in the UK and any entitlements and restrictions you may have during your stay in the UK.

It replaces the stamps or stickers (vignette) which were previously put into your passport to show that you had permission to remain in the UK.

#### **What is Biographical Information?**

Biographical information is information such as your name, date of birth and your place of birth.

#### **What is Biometric Information?**

These are unique physical characteristics that can be used to identify you. For the purpose of ID Cards this will be your facial image and your finger prints.

#### **Dependants Under the Age of 6**

Children under the age of 6 will still need to attend the appointment with you, they will have their photograph taken but they won't be required to provide fingerprints.

### **HOW DO I USE MY CARD?**

Your card is proof of your permission to stay in the UK and shows any conditions you must while you are here. It will help official agencies, employers and education providers (universities) to see what you are entitled to do during your stay in the UK. It will enable you to confirm your identity, what rights you have to study or work here and to access public services.

You will need to show it to your employer or education provider to prove that you are allowed to work or study. If you travel outside the UK during your time here, you will also need to show it at any overseas port or airport before you can start your journey back to the UK and again when you re-enter the UK. The card proves that you are allowed to return to the UK but you must always have your passport with you as well.

### **THE PROCEDURE IF YOU ARE APPLYING FOR A VISA EXTENSION IN PERSON**

If you apply for your visa extension in person at one of the Public Enquiry Offices, you and any dependants included in your application will now be required to attend the appointment and provide the information as detailed above. You will make your appointment in the usual

way, when you go to the appointment you and your dependants will have your photograph and fingerprints taken. This information will then be recorded as part of your application.

If your application for a visa is successful you and any dependants will be sent your identity cards in the post, usually within 5 days of your appointment at the Public Enquiry Office.

### **THE PROCEDURE IF YOU ARE APPLYING FOR A VISA EXTENSION BY POST**

Once your application form has been received at the Home Office, you will be sent a letter advising you to make an appointment at the Public Enquiry Office for yourself and any dependants included in your application so that you can provide the information as explained above.

When you ring to make the appointment you will be given a booking reference number (BRN), there is space on your Home Office letter for you to write this number. **You must take this letter and BRN with you to the appointment.**

The procedure at your appointment will be the same as that described above for somebody making an application in person.

### **HOW & WHEN YOU WILL BE NOTIFIED OF THE OUTCOME OF YOUR APPLICATION FOR AN EXTENSION OF STAY AND FOR AN IDENTITY CARD**

If your application is successful, you will not be issued with a sticker in your passport. Instead, you will be issued with an identity card.

**Applying in person** – if you are applying in person and your application is successful, you will be sent an identity card for yourself and any dependants applying with you within 5 working days of your appointment. **Identity cards cannot be issued on the day of your appointment!!**

**Applying by post** – if you are applying by post and your application is successful, your passport(s) and other documents will be returned to you, **remember there won't be a new visa stamp in your passport.** Instead you will receive an identity card for you and any dependants applying with you, this will arrive separately from your passports usually within 5 working days.

### **WHAT IF YOU FAIL TO BOOK AN APPOINTMENT AS REQUIRED?**

If you are notified by letter that you need to book an appointment but fail to do so within 15 working days from the date of the letter, you will receive a warning letter advising you that failure to book an appointment will result in your application for an extension of stay in UK being rejected as invalid.

### **WHAT IF YOU BOOK AN APPOINTMENT BUT DON'T TURN UP FOR IT?**

If you fail to attend a booked appointment, you will be given one more opportunity to book another one within a limited period.

If you fail to attend the new appointment or cancel it your application for an extension to stay in the UK is likely to be refused on the basis of non-compliance with regulations made under the UK Borders Act 2007.

### **WHAT IF ANY ID CARDS ISSUED TO YOU OR YOUR DEPENDANTS ARE LOST / STOLEN?**

You **must** report any lost or stolen identity cards to the UK Card Management Service on 0300 123 2412. You **must** also report the loss / theft to the police and get a police report and crime reference number as soon as possible.

You will need to provide the crime reference number and police report when you apply for a replacement card on form ICFN (RC).

You must apply for another card within three months of reporting it lost / stolen. If you do not, you could face a fine of up to £1000.

**There is a charge of £30 for each individual application for a replacement ID card. Only one person can apply per form!!**

### **HOW DO I CHANGE MY PERSONAL DETAILS?**

You need to tell the Home Office as soon as you can if:

- You change your name, for example because of marriage
- You change your gender; or
- Your facial appearance changes significantly, for example plastic surgery

If you change any personal details listed above or any details shown on your identity card you will need to apply for a new card within three months. To do this you should complete and submit a replacement card form ICFN (RC). If you do not do this you may face a fine of up to £1000.

**There is a charge of £30 for each individual application for a replacement ID card. Only one person can apply per form!!**