

This fact sheet gives you important information about the types of evidence we might ask you to send us as part of your student finance application.

Applying for student finance

The first time you apply for student finance, you'll need to prove your identity – this is to help us ensure that you are eligible for student finance.

If you are applying for student finance which depends on your household income, sometimes called means-tested or income-assessed, your parents or partner will need to provide us with financial information. They may also be asked to send in photocopied evidence of this financial information.

Proof of identity

The easiest way to prove your identity is to give us your UK passport number. You can do this quickly online by filling in the appropriate part of the application. **We can then check and confirm your identity without you having to send your passport.**

If you don't have a UK passport you will need to send us your birth or adoption certificate with a Birth/Adoption Certificate Declaration Form available from www.direct.gov.uk/sfforms2012.

If you are a non-UK passport holder, you will need to send us your valid non-UK passport. **These must be original documents, not photocopies.** We will return them to you once we have confirmed your identity and established your eligibility.

Proof of household income

If you're applying for student finance that depends on your household income, your parents or partner will need to provide information about their income. In most cases they can do this by completing their section of the online application, providing details of the household income and their **National Insurance number**. We then automatically check this with HM Revenue & Customs which helps speed up the application process.

As part of this process, we may contact your parents or partner and ask them to provide photocopied evidence of their household income. This could include photocopies of P60's or payslips. You should send the information right away as any delay could result in you not being paid on time or not receiving the full amount you are entitled to.

Please only send us photocopies of financial evidence.

What happens next?

We will process your application and send you a Student Finance Entitlement letter to confirm what student finance you are entitled to. You should keep this letter as you might need to show it to your university or college when you register.

Continuing students

You don't have to send any further evidence unless your circumstances have changed and we ask you to send evidence of this.

Top tips



Remember, please only send us photocopies of financial evidence.

You can find out more information about evidence and what you might need to send us at:
www.direct.gov.uk/studentfinanceevidence.