

Evidence: what you may have to send

Student Finance Fact Sheet (FS04)



This fact sheet gives you important information about the types of evidence you might be asked to send us during 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 evidence of this.

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 actually send your passport.

If you don't have a UK passport you will need to send us your birth or adoption certificate along with a Birth/Adoption Certificate Declaration Form available from www.direct.gov.uk/sfforms2011. 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 speeds up the application process.

As part of this process, we may contact your parents, partner or any other sponsor and ask them to provide evidence of their household income; this could include P60's or payslips. Don't worry if this happens – it is routine – but 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 don't send original **financial evidence** documents as we won't return these and they may be destroyed once we have verified the information. Photocopied financial evidence is acceptable.

What happens next?

We will process your application and send you a Financial Notification letter to confirm what student finance you are entitled to get. 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.

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

