

Student Finance England Factsheet v1.0 for Academic Years 16/17

Aim of this document is to establish the correct application process and provide advice and guidance to prospective students applying for student finance support from SFE. Please ensure that after you have completed the application, you complete the declaration form and send with the appropriate evidence to Student Finance England. **An application without evidence is deemed as incomplete and delays any approval process.**

1st Question (establishing nationality)

1. British Passport Holder – Please complete the online or paper PN1 application and submit evidence as per the below.
2. EU Passport Holder who has been in the UK for **more than five years** and can prove with appropriate evidence - Please complete the online or paper PN1 application and submit evidence as per the below.
3. EU Passport Holder who **cannot prove residency with appropriate evidence in the UK for the five years** prior to course commencement date – Please complete the EU16N form and submit the evidence as per the below. **Please note with this application you are not entitled to any maintenance support from SFE.**
4. EEA Passport Holder or family member who has worked in the UK for the at least three months prior to commencement of course and has appropriate evidence - Please complete the online or paper PN1 application and submit evidence as per the below.

Please note – All SFE applications must be submitted prior to enrolment as evidence of application will be required upon enrolment. Students are not permitted to change status of application until after the first academic year.

Evidence

HOME Students / EU students who have been in the UK more than 5 years – Online or PN1 paper application

- Passport or Birth Certificate for students born in the UK.
- EU passport holder to provide residency information for the 5 years previous to course start date and complete residency form. http://www.sfengland.slc.co.uk/media/7121/sfe_uk_five_year_residency_information_1617_d.pdf. The agent must ensure that all of the evidence required is submitted with the application and covers the full five year period. If the student does not have the evidence then they must be directed to apply as an EU student and will not be eligible for a maintenance loan/grant.
- Evidence of income and P60 of last 12 months for the student and any parents/guardians mentioned on the application.
- Evidence of any dependants – Birth Certificates
- Evidence of marital status – e.g. Marriage Certificate.
- National Insurance Number

EU Student Applicants (No maintenance loan/grant available) - EU16N form paper application

- EU Passport/National Identity Card.
- Evidence of income of last 12 months for the student and any parents/guardians mentioned on the application.
- Evidence of any dependants – Birth Certificates
- Evidence of marital status – e.g. Marriage Certificate.

EEA Migrant Worker Application - Online or PN1 paper application

All of the above with:

- P45
- P60
- Contracts of employment
- Payslips for at least three months of employment prior to course start date
- Certificates of authorisation/registration
- National Insurance Number
- Evidence of income of last 12 months for the student and any parents/guardians mentioned on the application.
- Evidence of any dependants – Birth Certificates
- Evidence of marital status – e.g. Marriage Certificate.

Please note that evidence must be sent with declaration form to complete the application. The University Student Finance Team will be asking if this has been completed prior to enrolment.