




## Evidence

Proof of identity 

Household income 

Continuing students 



All students have to provide some evidence when they apply for student finance for the first time.

## Proof of identity



All new students are asked for proof of their identity to help us check if they're eligible for student finance. The easiest way to do this is to give us their valid UK passport details when they apply. **They don't need to send us their original passport.**

If they don't have a valid UK passport they need to send us their UK birth or adoption certificate or valid non-UK passport. **These must be originals, not photocopies.**

Students sending us their UK birth or adoption certificate must also send us a completed Birth or Adoption Certificate form. This can be downloaded at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

In some circumstances non-UK students will need to provide additional Home Office documents along with their non-UK passport.



## Household income



If a student applies for finance which depends on household income, their parent(s) or partner will need to provide us with their National Insurance number and income details. We'll confirm this information with HM Revenue & Customs (HMRC).

In some cases, we may contact their parent(s) or partner to ask for further evidence, such as photocopies of their P60 or payslips. This helps us make sure the student gets the funding they're entitled to.

Remember, it's important we get all the correct evidence as soon as possible – any delay could result in the student not being paid on time or not getting the full amount they're entitled to.

An evidence cover letter should be attached to any financial evidence sent to us. These can be downloaded at [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance) when logged into their account.

**We advise students not to send us original copies of their household income – we're happy to accept photocopies. Once we have finished with them, we'll destroy them securely.**



## Continuing students



Continuing students need to re-apply for their funding each academic year but don't have to send any further evidence unless their circumstances change and they're asked to provide supporting documents.



## Students with children or adult dependants



Students who are applying for Dependants' Grants will be asked to send additional evidence. You can find out more by reading the Dependants' Grants - evidence factsheet.

For everything they need to know about student finance from how and when to apply to repaying, students should visit SFE's student finance zone on The Student Room –  
**[www.thestudentroom.co.uk/studentfinance](http://www.thestudentroom.co.uk/studentfinance)**

