

# Higher Education Application Process Explained

## Paper Form

Obtain an application form from your school or your local Student Finance NI office.

Use the EA Finder at [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk) to find your local office

Information you need to complete the form:

- Course & College details with UCAS Codes
- Bank or Building Society Sort Code and Account Number
- National Insurance Number
- Details of Household Income – Financial Year ended April 2017

You and your Parent(s) complete and sign the form

Return the form to your local Student Finance NI office with documentary evidence. These are:

- Your current Passport or your Birth Certificate with the Identity Declaration Form signed by a third party
- Your Parent(s) financial documentation to support their income details

Your application will be assessed and you will be informed of the amount of support due and when payment will be made.

You must register at your Institution in September to receive payment.

# Higher Education Application Process Explained Online

Access website to apply online: [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)

Information you need to complete the process:

- Course & College details with UCAS Codes
- Bank or Building Society Sort Code and Account Number
- National Insurance Number
- Details of Household Income – Financial Year ended April 2017

- You and your Parent(s) Register and Login
- Create an application
- Keep note of your Customer Reference Number, Password and Secret Answer
- To complete the process make sure you **SUBMIT** the application.

You will be prompted to send evidence to your local Student Finance NI office. These are:

- Your current Passport or your Birth Certificate with the Identity Declaration Form signed by a third party.  
**(You can download this form)**
- Your Parent(s) financial documentation to support their income details

Your application will be assessed and you will be informed of the amount of support due and when payment will be made.

You must register at your Institution in September to receive payment.

## **IMPORTANT**

Return your online-declaration form to the Student Loans Company to ensure payment is made.