

When applying for student finance, students and their parents or partner might be asked to send us evidence.

Apply for student finance

The first time a student applies for student finance, they'll need to prove their identity – this is to help us ensure that they are eligible for student finance. If they are applying for student finance that depends on their household income, sometimes called means-tested or income-assessed, their parents or partner will need to provide us with financial information and will be asked to send in evidence of this.

Proof of identity

Confirming a student's identity is straight forward. They can send their original birth or adoption certificate along with a Birth/Adoption Certificate Declaration Form. This can be downloaded from www.studentfinancenl.co.uk. Alternatively they can send us their original valid Passport. This should be sent via secure mail.

We will return the documentation once we have confirmed their identity and established eligibility.

Proof of household income

If a student is applying for student finance that depends on household income, their parents or partner will need to provide information about their income. In most cases they can do this by completing their section of the paper or online application with details of the household income.

Evidence of household income must be provided; this could include copies of P60's or payslips. It's important we get this information right away as any delay could result in the student not being paid on time or not receiving the full amount they are entitled to.

We will accept clear copies of financial evidence, however if you send original documents they will be copied and returned.

Continuing students

Continuing students are required to complete forms each year with income details but don't have to send any further evidence unless their circumstances have changed and we ask them to send evidence of this or they are selected as part of an Audit check .

What happens next?

We will process the application and send the student a Financial Entitlement letter confirming what student finance they are entitled to get. The student should keep this letter as they might need to show it to their university or college when they register.

Find out more information about evidence at www.studentfinancenl.co.uk.