

UK Employment Status Form

www.studentfinanceneni.co.uk

You need to complete and return this form with all requested supporting documents to prove that you or your immediate family member are a European Economic Area (EEA) national or Swiss national who is working in the UK, or has previously worked in the UK and is now looking for work in the UK.


By 'immediate family member' we mean either your:

- husband, wife, civil partner
- parent(s), step-parent(s)
- child.

To find out how we'll use the information you provide go to www.studentfinanceneni.co.uk/privacynotice to read our Privacy Notice before completing this form.

How to complete this form

Follow the instructions provided, complete all questions that you are asked – if you don't it will delay your application.

Depending on the answers you give you will be instructed to go to a specific section in the Supporting Evidence Notes (pages 9 – 18). This section will tell you what you need to send to support your application. You'll see this icon where you have to send evidence. 

If you can't send everything we ask for just now, return your completed form with as much as you can. This will allow us to make a start on your application. We will contact you for the missing evidence and you will need to provide this before we will be able to approve your application.

Section 1 About you

1.1 Personal details

Title

Mr Mrs Miss Ms

Forename(s)

Surname/family name

Sex

Male Female

Date of Birth

Day Month Year
 / /

1.2 Customer Reference Number

If you don't have one yet, leave this blank.



Section 2 Your residency information

2.1 Are you a European Economic Area (EEA) national or Swiss national who

- is working in the UK
- has previously worked in the UK and is now looking for work in the UK?

- No – go to **2.4**
- Yes – tick the option that best describes your current situation
- I am currently working in the UK – go to **2.2**
- I was previously working in the UK and I'm now looking for work in the UK – go to **2.3**
- None of the above – go to **2.4**

I'm currently working in the UK

2.2 Are you employed or self-employed?

- Employed – you need to send evidence. Read **Section A** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.
- Self-employed – you need to send evidence. Read **Section B** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.

Section 2 Your residency information – continued

I was previously working in the UK and I'm now looking for work in the UK

2.3 Were you employed or self-employed?

Employed – you need to send evidence. Read **Section C** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.



Self-employed – you need to send evidence. Read **Section D** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.



2.4 Is your:

- husband/wife/civil partner
- parent(s)/step-parent(s)
- child

an EEA national or Swiss national who

- is working in the UK
- has previously worked in the UK and is now looking for work in the UK?

If **both** your parents or step-parents are EEA or Swiss nationals, we only need to know about one of them. Pick one and use their information to complete the rest of the form.

We need your EEA family member's details to work out if you can get student finance. You must tell them that you've given us their details.

No – you aren't eligible under this category. Go to www.studentfinanceni.co.uk to find out more about eligible residency categories. If you think that you should be able to apply as one of the other eligible categories you can download and complete an application form at the same website.

Yes – what is their name?

What is their relationship to you?

Husband – go to **2.5**

Wife – go to **2.5**

Civil partner – go to **2.5**

Parent – go to **2.8**

Step-parent – go to **2.8**

Child – you need to send evidence. Read **Section E** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.





Section 2 Your residency information – continued

2.5 What is your EEA or Swiss national husband, wife or civil partner's current employment status?

- They are currently working in the UK – go to **2.6**
- They were previously working in the UK and are now looking for work in the UK – go to **2.7**
- None of the above – you aren't eligible under this category. Go to www.studentfinanceni.co.uk to find out more about eligible residency categories. If you think that you should be able to apply as one of the other eligible categories you can download and complete an application form at the same website.

My EEA or Swiss national husband, wife or civil partner is currently working in the UK


2.6 Are they employed or self-employed?

- Employed – you need to send evidence. Read  **Section F** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.
- Self-employed – you need to send evidence. Read  **Section G** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.

Section 2 Your residency information – continued

My EEA or Swiss national husband, wife or civil partner was previously working in the UK and is now looking for work in the UK

2.7 Were they employed or self-employed?

Employed – you need to send evidence. Read  **Section H** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.

Self-employed – you need to send evidence. Read  **Section I** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.

2.8 What is your EEA or Swiss national parent or step-parent's current employment status?

They are currently working in the UK – go to **2.9**

They were previously working in the UK and are now looking for work in the UK – go to **2.12**

None of the above – you aren't eligible under this category. Go to **www.studentfinanceni.co.uk** to find out more about eligible residency categories. If you think that you should be able to apply as one of the other eligible categories you can download and complete an application form at the same website.

Section 2 Your residency information – continued

My EEA or Swiss national parent or step-parent is currently working in the UK

2.9 Are they employed or self-employed?

- Employed
- Self-employed

2.10 Did you live in the UK when you were under the age of 18?

- No – go to **2.11**
- Yes – were you in state education in the UK when you were under the age of 18?
- No – go to **2.11**
- Yes – you need to send evidence. Read **Section J** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.

2.11 Will you be over the age of 21 at the start of your academic year?

The first day of your academic year is:

- 1 September, where your course begins on or after 1 August and before 1 January;
- 1 January, where your course begins on or after 1 January and before 1 April;
- 1 April, where your course begins on or after 1 April and before 1 July;
- 1 July, where your course begins on or after 1 July and before 1 August.

- No – you need to send evidence. Read **Section K** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.
- Yes – you need to send evidence. Read **Section L** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.

Section 2 Your residency information – continued

My EEA or Swiss national parent or step-parent was previously working in the UK and is now looking for work in the UK

2.12 Were they employed or self-employed?

- Employed
- Self-employed

2.13 Did you live in the UK when you were under the age of 18?

- No
- Yes – were you in state education in the UK when you were under the age of 18?
- No – go to **2.14**
- Yes – you need to send evidence. Read **Section J** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.

2.14 Will you be over the age of 21 at the start of the academic year?

The first day of your academic year is:

- 1 September, where your course begins on or after 1 August and before 1 January;
- 1 January, where your course begins on or after 1 January and before 1 April;
- 1 April, where your course begins on or after 1 April and before 1 July;
- 1 July, where your course begins on or after 1 July and before 1 August.

- No – you need to send evidence. Read **Section M** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.
- Yes – you need to send evidence. Read **Section N** in the Supporting Evidence Notes to find out what to send. Read, sign and date the declaration on page 8.

Declaration

Make sure to sign the declaration in ink.

I confirm to the best of my knowledge and belief any information I have provided is true and complete. I confirm where I have provided any personal information in relation to a third party, I have informed them of this.

Your signature (in ink)

Today's date

Day Month Year
 / /

Section 3 Returning your form

3.1 Have you enclosed all the supporting evidence we've asked for?

No – you need to give us everything we've asked for. If you can't right now, we may contact you later to ask for the missing evidence. This could delay your application.

Yes

3.2 Have you signed and dated your declaration?

No – you **must** sign the declaration, we can't accept your form if you haven't.

Yes – you're ready to return your UK Employment Status form.

Return your completed form to:

**Student Finance NI
Ballee Centre
Ballee Road West
Ballymena
BT42 2HS**

Make sure what you're sending is weighed and the correct postage is fully paid.

Remember to ask for proof of postage!

UK Employment Status Supporting Evidence Notes

www.studentfinanceneni.co.uk

Use these notes to find out what supporting evidence you need to send us.

Find the section that you've been directed to and send all of the supporting evidence we ask for.

If you can't send everything just now, return your form with as much of the evidence as you can. We'll contact you if we need any further information or evidence from you, but this may delay your application.

Section A – I'm currently employed in the UK

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your employment, send us photocopies of one of the following:

- your payslips for the last 3 months
- your latest P60
- your contract of employment.

Section B – I'm currently self-employed in the UK

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your self-employment, send us photocopies of one of the following:

- your invoices or accounts for the last 3 months
- your bank statements for the last 3 months
- your latest tax return (if available).

Supporting evidence notes - continued

Section C – I was previously employed in the UK and I'm now looking for work in the UK

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your previous employment, send us written confirmation of when and why your employment ended and photocopies of one of the following:

- payslips for the last 3 months before ending employment
- latest P60
- P45.

You also need to prove you're looking for employment, send us photocopies of one of the following:

- confirmation that you are receiving Jobseeker's Allowance
- your recent job applications sent and responses received.

Section D – I was previously self-employed in the UK and I'm now looking for work in the UK

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your previous self-employment, send us written confirmation of when and why self-employment ended and photocopies of one of the following:

- invoices or accounts for the last 3 months before ending self-employment
- letter from HM Revenue and Customs confirming end of self-employment
- latest tax return.

You need to prove you're looking for work, send us photocopies of one of the following:

- confirmation that you are receiving Jobseeker's Allowance
- your recent job applications sent and responses received.

Supporting evidence notes - continued

Section E – my child is an EEA national or Swiss national

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your child's identity, send us:

- your child's original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your child's birth or adoption certificate.

You need to prove you are financially or physically dependent on your child, send us photocopies of one of the following:

- medical letters
- bank statements showing payments relating to your child.

Section F – my EEA or Swiss national husband, wife or civil partner is currently employed in the UK

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your EEA or Swiss national husband, wife or civil partner's identity, send us:

- your husband, wife or civil partner's original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your marriage or civil partnership certificate.

You need to prove your EEA or Swiss national husband, wife or civil partner's employment, send us photocopies of one of the following:

- their payslips for the last 3 months
- their P60
- their contract of employment.

Supporting evidence notes - continued

Section G – my EEA or Swiss national husband, wife or civil partner is currently self-employed in the UK

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your EEA or Swiss national husband, wife or civil partner's identity, send us:

- your husband, wife or civil partner's original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your marriage or civil partnership certificate.

You need to prove your EEA or Swiss national husband, wife or civil partner's self-employment, send us photocopies of one of the following:

- their invoices or accounts for the last 3 months
- their bank statements for the last 3 months
- their latest tax return.

Section H – my EEA or Swiss national husband, wife or civil partner was previously employed in the UK and is now looking for work in the UK

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your EEA or Swiss national husband, wife or civil partner's identity, send us:

- your husband, wife or civil partner's original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your marriage or civil partnership certificate.

You need to prove your EEA or Swiss national husband, wife or civil partner's previous employment, send us written confirmation of when and why employment ended and photocopies of one of the following:

- their payslips for the last 3 months before ending employment
- their latest P60
- their P45.

You need to prove your EEA or Swiss national husband, wife or civil partner is looking for work, send us photocopies of one of the following:

- confirmation that they are receiving Jobseeker's Allowance
- their recent job applications sent and responses received.

Supporting evidence notes - continued

Section I – my EEA or Swiss national husband, wife or civil partner was previously self-employed in the UK and is now looking for work in the UK

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your EEA or Swiss national husband, wife or civil partner's identity, send us:

- your husband, wife or civil partner's original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your marriage or civil partnership certificate.

You need to prove your EEA or Swiss national husband, wife or civil partner's previous self-employment, send us photocopies of their:

- invoices or accounts for the last 3 months before placement
- bank statements for the last 3 months before self-employment ended
- latest tax return.

You need to prove your EEA or Swiss national husband, wife or civil partner is looking for work, send us photocopies of one of the following:

- confirmation that they are receiving Jobseeker's Allowance
- their recent job applications sent and responses received.

Supporting evidence notes - continued

Section J – I was in state education in the UK when I was under the age of 18

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your EEA or Swiss national parent(s) or step-parent's identity, send us:

- their original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your birth or adoption certificate.

You need to prove you entered the UK as a family unit, send us photocopies of:

- your Home Office documents.

You need to prove you were in UK state education, send us photocopies of:

- certificates or a letter from your school or college.

You need to prove your EEA or Swiss national parent(s) or step-parent(s) was working on the first day of the first year of your state education, send us photocopies of their:

- payslips
- P60
- contract of employment.

Supporting evidence notes - continued

Section K – my EEA or Swiss national parent or step-parent is currently working in the UK and I will be aged under 21 on the first day of my academic year

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your EEA or Swiss national parent or step-parent's identity, send us:

- their original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your birth or adoption certificate.

If they are employed send us photocopies of one of the following:

- their payslips for the last 3 months
- their latest P60
- their contract of employment.

If they are self-employed send us photocopies of one of the following:

- their last 3 months' invoices or accounts
- their last 3 months' bank statements
- their latest tax return.

Supporting evidence notes - continued

Section L – my EEA or Swiss national parent or step-parent is currently working in the UK and I will be aged 21 or over on the first day of my academic year

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your EEA or Swiss national parent or step-parent's identity, send us:

- their original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your birth or adoption certificate.

If they are employed send us photocopies of one of the following:

- their payslips for the last 3 months
- their latest P60
- their contract of employment.

If they are self-employed send us photocopies of one of the following:

- their last 3 months invoices or accounts
- their last 3 months bank statements
- their latest tax return.

You need to prove you're financially or physically dependent on your EEA or Swiss national parent or step-parent, send us photocopies of one of the following:

- medical letters
- bank statements showing bank transfers from your parent or step-parent.

Supporting evidence notes - continued

Section M – my EEA or Swiss national parent or step-parent was previously working in the UK and is now looking for work in the UK, and I will be aged under 21 on the first day of my academic year

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your EEA or Swiss national parent or step-parent's identity, send us:

- their original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your birth or adoption certificate.

If they were employed send us written confirmation of when and why their employment ended and photocopies of one of the following:

- their payslips for the last 3 months before ending employment
- their bank statements for the last 3 months
- their latest tax return.

If they were self-employed send us written confirmation of when and why their employment ended and photocopies of one of the following:

- their invoices or accounts for the last 3 months before ending employment
- their bank statements for the last 3 months
- their latest tax return.

You need to prove your EEA or Swiss national parent or step-parent is looking for work, send us photocopies of one of the following:

- confirmation that they are receiving Jobseeker's Allowance
- their recent job applications sent and responses received.

Supporting evidence notes - continued

Section N – my EEA or Swiss national parent or step-parent was previously working in the UK and is now looking for work in the UK, and I will be aged 21 or over on the first day of my academic year

You need to prove your identity, send us:

- your original passport or national identity card.

You need to prove your EEA or Swiss national parent or step-parent's identity, send us:

- their original passport or national identity card.

You also need to prove your relationship, send us a photocopy of:

- your birth or adoption certificate.

If they were employed send us written confirmation of when and why their employment ended and photocopies of one of the following:

- their payslips for the last 3 months before ending employment
- their bank statements for the last 3 months
- their latest tax return.

If they were self-employed send us written confirmation of when and why their employment ended and photocopies of one of the following:

- their invoices or accounts for the last 3 months before ending employment
- their bank statements for the last 3 months
- their latest tax return.

You need to prove you're financially or physically dependent on your EEA or Swiss national parent(s) or step-parent(s), send us photocopies of one of the following:

- medical letters
- bank statements showing bank transfers from your parent or step-parent.

You need to prove your EEA or Swiss national parent or step-parent is looking for work, send us photocopies of one of the following:

- confirmation that they are receiving Jobseeker's Allowance
- their recent job applications sent and responses received.