

About these notes

Use these notes to help you complete your 'Postgraduate Tuition Fee Loan Application form for new Postgraduate students'.

You can also apply online at www.studentfinanceneni.co.uk it's the quickest way to apply.

How to use these notes



Where you see this in your Postgraduate Tuition Fee Loan Application form it means there's additional information in these notes to help you.

This could be information about how to complete a question or section or an instruction to send specific supporting documents.

These notes are in sections and numbered in the same way as the questions in the application form.

Read these notes - if you don't answer a question or section correctly or you don't include the documents we need, this will delay any payments.

Alternative formats

All of our forms and guides are available in Braille, large print format or audio. If you need these, you can request them by emailing your name, address and details of the format you require to brailleandlargefonts@slc.co.uk or call **0141 243 3686** (this number is only for alternative format requests).

Section 1 Your details

1.1 Previous funding

You are not eligible to apply if you've previously received Postgraduate Master's funding towards a Postgraduate Master's degree from Student Finance England (SFE), Student Finance Wales (SFW), Student Awards Agency Scotland (SAAS) or Student Finance Northern Ireland (SFNI).

You are also not eligible to apply if you've previously received a PG Tuition Fee Loan from SFNI towards a Postgraduate diploma or Postgraduate certificate.

You are eligible to apply for a Postgraduate Tuition Fee Loan if:

- you've received Undergraduate loan support from SFNI, SFE, SFW or SAAS, towards an Initial Teacher Training (ITT) course at Postgraduate level;
- you've received Undergraduate loan support from SFE towards a Postgraduate pre-registration healthcare course.

If one of the above applies to you, continue completing the application form for a Postgraduate Tuition Fee Loan.

1.2 Change of name

If your name has changed since your passport or birth certificate was issued you need to prove that your name has legally changed.

You need to send us one of the following:

- your change of name deed; **or**
- your marriage certificate or civil partnership documentation; **or**
- your divorce certificate or dissolution order; **or**
- your conditional or final order.

1.5 Your nationality

If you have been granted leave to enter or remain as a Stateless person, you can answer 'None' or 'Stateless' in the nationality box.

Section 1 Your details

1.6 Identity evidence details

You need to provide your valid UK passport details on the form or send us your valid original ROI passport. If you provide your UK passport details, you do not need to send your passport to us.

If you don't have a valid UK/ROI passport you must send:

- your original non-UK passport or Biometric Residence Permit; **or**
- your original UK/ROI birth or adoption certificate (this would include a UK birth certificate issued by a British Consulate abroad) and a completed Birth/Adoption Certificate form.

The 'Postgraduate Tuition Fee Loan Birth/Adoption Certificate form' is available to download at www.studentfinancenl.co.uk

Complete and return this additional form with any supporting documents along with your main application form to ensure that your funding can be in place as soon as possible.

If you can't return your additional form with your main application form, get it to us as soon as possible. We won't be able to confirm if you can get a loan without this additional completed form.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

1.9 National Insurance number

Any payment of your tuition fee loan will be withheld until you provide your National Insurance number, unless you're entitled to fee support only.

If you've never been given a National Insurance number, leave the National Insurance number box blank. We'll contact you if you need to take any action to obtain a National Insurance number.

If in the meantime you get a National Insurance number, let us know as soon as possible.

Section 2 Your residency information

2.1 UK national

If you answer 'Yes' to this question, you must provide your UK passport details on the form, or send your birth certificate as evidence of your nationality. If you were born outside the UK and have a British birth certificate issued by a British Consulate, send this instead of your passport, a letter or other document.

If you have provided your UK passport details in section 1, you do not need to send any further evidence of your UK nationality.

Armed forces

If you, your parents or partner are members of the armed forces, you must apply for student finance in the UK country where you/they enlisted unless they are permanently living in another area of the UK.

We can accept certified photocopies of your residency evidence, stamped with your unit stamp. You should use your BFPO address for all correspondence.

2.2 Irish citizen

If you answer 'Yes' to this question, you must send your **original** ROI passport or national identity card.

Alternatively, if you hold a UK passport, you can, if you wish, provide your passport details in section 1 as you won't need to send further evidence of your nationality.

Section 2 Your residency information

2.3 Family member of a UK national

By family member, you must be the:

- husband, wife, civil partner;
- child or step-child or other direct descendant of a UK national.

If you answer 'Yes' to this question, you must provide evidence to show you are the family member of a UK national by sending their passport.

You must also send proof of your relationship to the UK national. This may be:

- your marriage or civil partnership certificate; **or**
- a long birth certificate showing your name and the UK national's name; **and**
- the marriage or civil partnership certificate if you or the UK national are a step-child.

If you are claiming student finance as the child, step-child or other direct descendant of a UK national, the term 'child' means a person 'under the age of 21; or dependants of the person or the person's spouse or civil partner.'

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

Section 2 Your residency information

2.4 Non-UK or non-Irish family member of an Irish citizen

By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent or other direct relative in the ascending line;
- child or step-child or other direct descendant of an Irish citizen.

You must provide evidence to confirm your family member is an Irish citizen and your relationship to them by sending their original ROI passport or national identity card and your long birth certificate, marriage certificate or civil partnership certificate (if this shows proof of their Irish citizenship and your relationship to them).

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to www.gov.uk/view-prove-immigration-status to generate the code. Once generated, the code will expire after 30 days. You should return your application form as soon as you generate your share code so we can check your status within the 30 days. If you are claiming student finance as the child or step-child of an Irish Citizen, the term 'child' means a person 'under the age of 21; or dependants of the person.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

Section 2 Your residency information

2.5 Non-UK or non-Irish family member of a person of Northern Ireland

By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent or other direct relative in the ascending line;
- child or step-child or other direct descendant of a person of Northern Ireland.

You must provide evidence to confirm your family member is a person of Northern Ireland and your relationship to them by sending their original ROI or UK passport and your long birth certificate, marriage certificate or civil partnership certificate that shows your relationship to them.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to www.gov.uk/view-prove-immigration-status to generate the code. Once generated, the code will expire after 30 days. You should return your application form within 10 days of generating the share code.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

Section 2 Your residency information

2.6 Settled or pre-settled status 2.6a under the EU Settlement Scheme 2.6b

If you answer 'Yes' to this question, you must provide your original passport or national identity card.

If you're the family member of an EU national you must:

- send your valid passport, or valid national identity card (if this is proof of your nationality);
- provide evidence to confirm your family member is an EU national; **and**
- prove your relationship to your family member by sending their passport or national identity card and your long birth certificate, marriage certificate or civil partnership certificate showing your relationship to them.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. Go to www.gov.uk/view-prove-immigration-status to generate the code. Once generated, the code will expire after 30 days. You should return your application form as soon as you generate your share code so we can check your status within the 30 days.

When giving your share code, we will check the details with the Home Office and confirm the information you have provided.

Section 2 Your residency information

2.7 Resident of Gibraltar

By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent or other direct relative in the ascending line (family members of EU nationals only);
- child or step-child or other direct descendant of an EU or UK national.

If you're an EU national, you must send your valid EU passport, or valid national identity card (if this is proof of your EU nationality).

If you're the family member of an EU or UK national, you must:

- send your valid passport, or valid national identity card (if this is proof of your nationality);
- provide evidence to confirm your family member is an EU or UK national, **and**
- prove your relationship to your family member by sending their passport or national identity card and your long birth certificate, marriage certificate or civil partnership certificate showing your relationship to them.

To prove you are a Gibraltar resident you need to send us your original:

- valid residence permit; **or**
- valid residence card; **or**
- valid visa.

If you are claiming student finance as the child, step-child or other direct descendant of an EU or UK national, the term 'child' means a person 'under the age of 21; or dependants of the person.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

Section 2 Your residency information

2.8 Child of a Swiss national

To get a Postgraduate Tuition Fee Loan as the child of a Swiss national, your Swiss national parent must be living/have lived in the UK on the first day of the academic year. You must also be living in NI on the first day of the first academic year of your course and have lived in the UK, the EEA, Switzerland or Gibraltar for the 3 years before the start of your course.

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.

You need to prove your identity, send us:

- your valid passport; **or**
- your national identity card; **or**
- your birth certificate.

You also need to send proof of your Swiss parent's nationality, send us:

- your Swiss national parent's valid passport; **or**
- national identity card.

And evidence of their UK residency, send us:

- a signed letter to confirm your Swiss national parent is living/was living in the UK on the first day of the academic year **and one of the following showing both their name and their UK address:**
- latest bank statement (paper copies only); **or**
- latest payslip (showing home address); **or**
- tenancy agreement/mortgage statement; **or**
- utility bill (dated within last 3 months); **or**
- Local Authority correspondence (on headed paper); **or**
- Government Department correspondence.

To prove your immigration status, you need to provide us with a share code. To prove your parent or stepparent's immigration status, you need to provide us with their date of birth and share code. Go to

www.gov.uk/view-prove-immigration-status to generate the codes. Once generated, the codes will expire after 30 days.

When giving your share codes, we will check the details with the Home Office and confirm the information you have provided.

Section 2 Your residency information

2.9 & 2.10 EEA or Swiss national worker

You need to send:

- a completed UK Employment Status form.

The UK Employment Status form is available to download at www.studentfinancenl.co.uk

Complete and return this additional form with any supporting documents along with your main application form to ensure that your funding can be in place as soon as possible.

If you can't return your additional form with your main application form, get it to us as soon as possible. We won't be able to confirm if you can get a loan without this additional completed form.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme status from the Home Office with a share code. To prove your family member's immigration status, you need to provide us with their date of birth and share code. Go to www.gov.uk/view-prove-immigration-status to generate the codes. Once generated, the codes will expire after 30 days.

When giving your share codes, we will check the details with the Home Office and confirm the information you have provided.

You do not need to provide a share code if:

- you are an Irish citizen; **or**
- you are a Frontier Worker.

A direct relative in the ascending line is defined as the biological parent, grandparent, great-grandparent and so on, of a person. You are a direct relative in the ascending line of your child, grandchild, great-grandchild, and so on.

A direct descendant is defined as the biological child, grandchild, great-grandchild and so on, of a person. For example, you are a direct descendant of your mother, your grandmother, your great-grandmother, and so on.

Section 2 Your residency information

2.11 Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS)

If you have been granted leave under the ARAP or ACRS, send us **your**:

- original valid Home Office travel document; **or**
- original Biometric Residency Permit; **or**
- original valid passport; **and**
- original Immigration Status Document; **or**
- original Home Office letter confirming the category of leave and the date this was granted.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you have been granted leave in line with a family member who has been granted leave under the ARAP or ACRS, send us **your**:

- original valid Home Office travel document; **or**
- original Biometric Residency Permit; **or**
- original valid passport.

You also need to send proof of your family member's identity and residency status, send us **their**:

- original valid Home Office travel document; **or**
- original Biometric Residency Permit; **or**
- original valid passport; **and**
- original Immigration Status Document; **or**
- original Home Office letter confirming the category of leave and the date this was granted.

And proof of your relationship, send us:

- a long birth certificate, marriage certificate or civil partnership certificate.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

Afghan Locally Employed Staff Ex-Gratia Scheme

This scheme is for previous employees of the UK government who resigned or were made redundant from their post. Afghan nationals relocated to the UK under this scheme are not eligible for student funding.

Section 2 Your residency information

2.12 Child of a Turkish worker who is working in the UK

To apply for a loan as the child of a Turkish worker, your Turkish parent must be working in the UK on the first day of your course.

You must also be living in the UK on the first day of the first academic year of your course and have lived in the UK, the EEA, Turkey, Switzerland or Gibraltar for 3 years before the start of your course.

You need to prove your identity, send us:

- your original valid passport.

You also need to send proof of your Turkish parent's nationality, send us one of the following:

- their original valid passport; **or**
- their valid national identity card.

And proof of your relationship, send us:

- a birth, marriage or civil partnership certificate.

You also need to send proof of your Turkish parent's employment in the UK, for example send us:

- a contract of employment.

And you also need to send your Turkish parent's proof of the extension of their Leave to Remain in the UK after 31 December 2020 from the Home Office. All evidence items you send must be **originals**.

2.13 'Settled status'

'Settled status' means that you can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

You are free from any restriction if any of the following apply:

- You are a British citizen;
- You have been granted 'indefinite leave to enter or remain';
- You have a right of abode in the UK.

For further information about the right of permanent residence and other immigration issues go to www.homeoffice.gov.uk

You need to prove your current status, send us one of the following:

- your Biometric Residence Permit; **or**
- your UK passport or a letter from the Home Office which confirms your immigration status.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

All evidence items you send must be **originals**.

2.14 Limited leave to enter or remain under a Ukraine Scheme

You need to prove your current status, send us one of the following:

- your Biometric Residence Permit; or
- your valid passport with a vignette; or
- your permission to travel document.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

All evidence items you send must be **originals**.

Section 2 Your residency information

2.15 Refugee status

If you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

has successfully applied for refugee status in the UK under the terms of the 1951 UN Convention Relating to the Status of Refugees and you, or they, have been granted refugee status, the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

If you are claiming student finance as the child or step-child of a refugee, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of a refugee, you must have been their husband, wife or civil partner at the time of their application for asylum.

If you have been granted refugee status, send us:

- a Home Office letter that confirms your status **and** an immigration status document, for example:
- your Biometric Residence Permit; **or**
- your original passport.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted refugee status, send us:

- a Home Office letter confirming their status **and** an immigration status document showing their refugee status, for example:
- their Biometric Residence Permit; **or**
- their original passport.

We will only use their Biometric Residence Permit to validate their identity and residency status, no other data from it will be used or stored.

You also need to provide proof of your relationship, send us:

- a long birth, marriage certificate or civil partnership certificate.

Section 2 Your residency information

2.16 Discretionary Leave to Remain 2.17

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

have Discretionary Leave to Remain in the UK:

- as a result of a failed application for asylum; or
 - where no application for asylum has been made
- the Home Office will have sent you or them a letter and an immigration status document confirming this.

Please send the **original** Home Office letter and immigration status document, normally a passport or Biometric Residence Permit of the person who holds Discretionary Leave to Remain. You should also send evidence of your relationship to the person who holds this status if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the child or step-child of someone who has been granted this status, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted this status, you must have been their husband, wife or civil partner at the time of their application.

Expiry date

If you or your:

- husband, wife, civil partner; **or**
- parent(s), step-parent

were granted Discretionary Leave to Remain without an expiry date, you should mark the expiry date box as N/A (not applicable).

Section 2 Your residency information

2.18 Stateless Person

If you have been granted leave to enter or remain as a Stateless Person, send us:

- a Home Office letter and a Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If your family member has been granted leave to enter or remain as a Stateless Person, send us:

- evidence to confirm your relationship to the person who has been granted Stateless Person status.

2.19 Humanitarian Protection

If you or your:

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

have been granted Humanitarian Protection, you, or they, will have received a letter and an immigration status document from the UK Home Office confirming this.

Please send the **original** Home Office letter and an Immigration Status Document, normally a passport or Biometric Residence Permit, of the person who has been granted Humanitarian Protection. You should also send evidence of your relationship to the person who has been granted Humanitarian Protection status if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the child or step-child of a person granted Humanitarian Protection, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

If you are claiming student finance as the husband, wife or civil partner of someone who has been granted Humanitarian Protection, you must have been their husband, wife or civil partner at the time of their application for asylum.

2.20 Victim of domestic violence or abuse

If you have been granted 'Indefinite Leave to Remain' in the UK as a victim of domestic violence or abuse send us:

- your Home Office letter and your Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

Section 2 Your residency information

2.21 Section 67 of the Immigration Act 2016

If you have been granted 'leave to enter or remain' in the UK under section 67 of the Immigration Act 2016, send us:

- a Home Office letter and a Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are the dependent child of someone who has been granted 'leave to enter or remain' in the UK under section 67 of the Immigration Act 2016, send us:

- evidence to confirm your relationship to the person who has been granted this status.

2.22 Calais leave

If you have been granted Calais leave in the UK, or are the dependent child of someone who has, you, or they, will have received an immigration status document from the UK Home Office confirming this.

Please send the **original** Home Office letter and Biometric Residence Permit of the person who has been granted Calais leave. You should also send evidence of your relationship to the person who has been granted Calais leave if it is not you.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, you will only be considered a 'child' if you were under the age of 18 at the time of your parent's application to the Home Office.

Section 2 Your residency information

2.23 Bereaved partner

If you have been granted 'Indefinite Leave to Remain' in the UK as a bereaved partner, you will have received a letter from the Home Office confirming this.

Please send the **original** Home Office letter and your Biometric Residence Permit.

We will only use your Biometric Residence Permit to validate your identity and residency status, no other data from it will be used or stored.

2.24 Long residency

2.25

To be eligible for support under the long residence category you must have lawful ordinary residence in the UK and Islands for the three-year period before the first day of the first academic year of your course and must be resident in Northern Ireland. This means you must have held a form of Leave to Remain issued by the Home Office for the whole of the three-year period before the first day of the first academic year of your course.

If you are under 18 on the first day of the first academic year of your course, you must have lived in the UK for at least seven years.

If you are 18 or above on the first day of the first academic year of your course, you must have lived in the UK for at least half of your life or 20 years.

As evidence of your date of entry into the UK, please send your original Home Office letter confirming the category of your leave, and the date this was granted, and your Biometric Residency Permit. You should also send any of the following:

- school letter and records on headed paper, signed by the Deputy Head or Head Teacher within the school. The letter and records should confirm dates you were in attendance at the school;
- letter from a GP;
- confirmation of university/college attendance;
- rates bill;
- payslips/P60/P45/self-assessed tax return;
- confirmation of employment from your employer. This should be on company headed paper and signed by a senior member of staff with contact details provided.



If you have answered 'No' to all questions in this section, you are not eligible for student finance from Student Finance NI.

Section 4 Your postgraduate course

4.5 Studying a distance learning course

If you're studying a postgraduate course by distance learning, to be eligible for a Postgraduate Loan you must be living in Northern Ireland on the first day of the first academic year of your course. An exception applies if you or a member of your family are in the armed forces.

Are you studying on a distance learning course because you or a member of your family are in the armed forces?

You may be eligible for support to study a distance learning course if you or your family member is currently serving both in and outside of the UK in one of the following:

- The Naval Service (Royal Navy and Royal Marines);
- The Army;
- The Royal Air Force;
- The Royal Military Police;
- The Gurkhas.

The following family members will be eligible students:

- a spouse or civil partner living with a member of the UK Armed Forces serving in the UK or overseas; or
- a dependent parent living with either;
 - a child who is a member of the UK Armed Forces serving in the UK or overseas; **or**
 - the child's spouse or civil partner who is a member of the UK Armed Forces serving in the UK or overseas.

Evidence

What you need to send

You need to send a letter confirming your name and your address, or British Forces Post Office address.

If your family member is in the Armed Forces, you need to send a letter confirming the following:

- their name;
- their address or British Forces Post Office (BFPO) address;
- your name; **and**
- their relationship to you

The letter you send must be stamped, signed and dated by the Armed Forces Unit Records Officer. We can't accept a photocopy. We recommend that you use your BFPO address for all correspondence.

Section 7 Terms and Conditions

Power of Attorney

If you cannot sign the form it must be signed on your behalf by your attorney. The Power of Attorney letter must be sent with the application before a signature from that attorney will be accepted.