

## About these notes

Use these notes to help you complete your 'Postgraduate Doctoral Loan Application form'.

You can also apply online at [www.gov.uk/doctoralloan](http://www.gov.uk/doctoralloan)

## How to use these notes



Where you see this in your Postgraduate Doctoral 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](mailto:brailleandlargefonts@slc.co.uk) or call **0141 243 3686** (this number is only for alternative format requests).

## Section 1 Your details

### 1.1 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**
- a final or conditional order; **or**
- your divorce certificate or dissolution order.

### 1.4 Your nationality

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

### 1.5 UK National Insurance number

We can't pay your full loan until you've given us your National Insurance number.

If you've never been given a National Insurance number, you can leave the National Insurance number box blank and carry on with your application.

We'll contact the Department for Work and Pensions if you have one. If you don't we'll write to you to advise how to obtain one.

Alternatively, you can go to [www.gov.uk/apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number) to apply for one.

## Section 2 Your previous study

### 2.2 Qualification gained

If you have a:

- Higher Doctorate (e.g. DLitt, DSc, DTech, LLD, DD, DMus, DMedSc)
- Doctoral degree (e.g. PhD/DPhil, EdD, DBA, DClinPsy)

**You are not eligible to receive a Postgraduate Doctoral Loan.**

## Section 3 Your postgraduate course

### 3.1 A full Postgraduate Doctoral course

If you are using previous study or experience to bypass part of your course and top up to a doctoral degree you can't receive Postgraduate Doctoral Funding.

**Your course is not a full doctoral degree if it is one of the following:**

- Doctorate by publication
- Higher Doctorate

If you are unsure if you are studying a full Postgraduate Doctoral course you should ask your university or college.

### 3.2 Course applied for

#### Course duration

You should select the number of years you expect it will take to complete your course. If you need to you can change your course length at a later date.

### 3.3 Social Work bursary

Students are **not** eligible for a Postgraduate Doctoral Loan if they're in receipt of a social work bursary. If you're unsure if you can apply for this, you need to speak to your university.

If you are in receipt of a Social Work travel allowance bursary only, you can still apply for a Postgraduate Doctoral Loan.

If you have applied for this and been rejected you need to send your rejection letter with your application. We can't accept your application without this.

### 3.4 NHS bursary

Students are not eligible for a Postgraduate Doctoral Loan if they're able to apply for or are getting an NHS bursary. If you're unsure if you can apply for this, you need to speak to your university.

### 3.5 Research Council Funding

Students are not eligible for a Postgraduate Doctoral Loan if you will be receiving Research Council Funding during any part of your course. If you're unsure if you can receive Research Funding you need to speak to your university or college to check.

### 3.6 Educational Psychology bursary

Students are not eligible for a Postgraduate Doctoral Loan if you will be receiving an Educational Psychology bursary during any part of your course. If you're unsure if you can receive an Educational Psychology bursary you need to speak to your university or college to check.

## Section 3 Your postgraduate course

### 3.7 Distance Learning course

If you are not studying distance learning due to you or a family member being in the Armed Forces you must be living in England on the first day of your course to be eligible for a Postgraduate Doctoral Loan.

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 outside of England
- a dependant parent living with either;
  - a child who is a member of the UK Armed Forces serving outside of England
  - the child's spouse or civil partner who is a member of the UK Armed Forces serving outside of England

If you are studying in a different country from where you or your family member are posted you can only get a Postgraduate Doctoral Loan if you study less than half of your course in that country.

#### **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
- 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 4 Your residency information

### 4.1 & 4.2 UK national

You are a UK national if you have a UK passport or are eligible to apply for one. If you have provided your UK passport details in section 4, you do not need to send any further evidence of your UK nationality.

**If it has expired, or is about to expire, you need to send:**

- your original birth or adoption certificate

#### **Armed forces**

If you, your parent(s) or partner are members of the Armed Forces, you must apply for student finance in the UK country where you were ordinarily resident when you/they enlisted, unless you 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.

### 4.1.1 Chagossians with British citizenship and their family members

You must be the child, grand-child or other direct descendant of a Chagossian with British citizenship in order to be eligible as a family member.

If you are a Chagossian with British citizenship and don't have a UK passport, you need to send us your original birth certificate.

If you're the family member of a Chagossian with British citizenship, you need to send us documents to show that you're a direct descendant. This can be:

- your own original birth certificate
- the birth certificates of parents, grandparents or others you're directly descended from
- change of name deed polls

## Section 4 Your residency information

### 4.3 Irish citizen

You must send your original ROI passport or national identity card. If you hold a UK passport, you should provide your passport details in section 4 as you do not need to send further evidence of your nationality.

### 4.4 Family member of a UK national

By family member, you must be the:

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

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.

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 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 a child, step-child or other direct descendant of a UK national, you must be under 21 or dependent on the person or the person's spouse or civil partner.

## Section 4 Your residency information - continued

### 4.5 Family member of an Irish citizen

By family member, you must be the:

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

If you are a child, step-child or other direct descendant you must be under 21 or dependent on the Irish citizen family member.

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.

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.

If you have pre-settled status and have been in the UK, the EEA, Switzerland or the Overseas Territories for three years, ascending line relatives of Irish citizens are eligible.

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 birth certificate or marriage 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 award from the Home Office, and a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code.

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent or other direct ascending relative, step-parent, child or other direct descendant, or step-child.

## Section 4 Your residency information - continued

### 4.6 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 ascending relative;
- child, step-child or other direct descendant of a person of Northern Ireland.

If you are a child, step-child or other direct descendant you must be under 21 or dependent on the person of Northern Ireland .

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.

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.

If you have been in the UK and Islands for three years and the person of Northern Ireland was in the UK, ascending line relatives of the person of Northern Ireland are not eligible.

If you have pre-settled status and have been in the UK, the EEA, Switzerland or the Overseas Territories for three years, ascending line relatives of the person of Northern Ireland are eligible.

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 birth certificate or marriage certificate that shows your relationship to them.

To prove your immigration status, you need to provide us with confirmation of your EU Settlement Scheme award from the Home Office, and a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your husband, wife, civil partner, parent or other direct ascending relative, step-parent, child or other direct descendant, or step-child.



## Section 4 Your residency information - continued

### 4.7 Settled or pre-settled status under the EU Settlement Scheme

To prove your immigration status, you need to provide us with a share code. Go to [www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status) to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code

We will use your share code to confirm your identity and residency status with the Home Office. When you give us your share code you do not need to send identity evidence.

We'll still need identity evidence if you are the family member of an EU national without settled status. We'll also need to see proof of relationship evidence to your EU family member.

If your status was awarded by the government of Jersey, Guernsey or the Isle of Man, you need to send us a photocopy of your status document.

### 4.8 EU national, family member of an EU national who is a resident in Gibraltar

By family member, you must be the:

- husband/wife/civil partner;
- parent/step-parent or other direct ascending relative;
- child, step-child or other direct descendant (must be under 21 years of age or dependent on the EU national)

of an EU national who is a resident in Gibraltar.

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.

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.

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 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 EU national family member by sending their national identity card or passport and your birth certificate or marriage certificate (if this shows proof of their EU nationality and your relationship to them).

## Section 4 Your residency information - continued

### 4.9 UK national, family member of a UK national who is a resident in Gibraltar

By family member, you must be the:

- husband/wife/civil partner
- child, step-child or other direct descendant (you must be under 21 or dependent on the UK national)

of a UK national who is a resident in Gibraltar.

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.

If you're a UK national, you must send your original UK passport, or original UK birth or adoption certificate.

If you're the family member of a UK national, you must:

- send your valid passport, or original birth or adoption certificate;
- provide evidence to confirm your family member is a UK national;  
**and**
- prove your relationship to your UK national family member by sending their original UK passport, or original UK birth or adoption certificate and your birth certificate or marriage certificate (if this shows proof of their UK nationality and your relationship to them).

## Section 4 Your residency information - continued

### 4.10 Child of a Swiss national

To get student finance as a child of a Swiss national, your parent or step-parent must have settled or pre-settled status through the EU Settlement Scheme, and be resident in the UK on the first day of the academic year. You must have settled or pre-settled status and be ordinarily resident in the UK, the EEA, Switzerland or the Overseas Territories for the three years prior to the first day of your first academic year.

Go to the residency history section on page 24 to find out when your academic year starts.

To prove your immigration status, you need to provide us with a share code. To prove your parent or step-parent'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](https://www.gov.uk/view-prove-immigration-status)** to generate the codes. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code.

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

To get student finance as the child of a Swiss national, your Swiss national parent must be resident in the UK on the first day of the academic year. We need a signed letter from your Swiss national parent stating their UK address, and that they live there on the first day of the academic year.

They must also send one of the following documents:

- bank statement
- payslip
- tenancy agreement/mortgage statement
- utility bill
- local authority correspondence
- government department correspondence

## Section 4 Your residency information - continued

### 4.11 EEA or Swiss national worker

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](https://www.gov.uk/view-prove-immigration-status)** to generate the codes.

Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence.

You do not need to provide a share code if:

- you are an Irish citizen; **or**
- you have a frontier worker permit or other evidence to show you are a frontier worker.

You need to send:

- a completed Postgraduate Doctoral Loan UK Employment Status form.

The Postgraduate Loan UK Employment Status form is available to download at **[www.gov.uk/doctoralloan/apply](https://www.gov.uk/doctoralloan/apply)**

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 Postgraduate Loan without this additional completed form.

## Section 4 Your residency information - continued

### 4.12 Family member of a European Economic Area (EEA) national or Swiss national worker

By family member, you must be the:

- husband, wife, civil partner;
- parent, step-parent (only applicable to EEA worker family members);
- child or step-child;
- other direct ascending or descending line family member (only applicable to EEA worker family members)

of the EEA or Swiss national.

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.

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.

Other family relationships are excluded from the definitions above.

To prove your immigration status, you need to provide us 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 code will expire after 90 days. You should return your application form as soon as possible after generating the share code

We will use your share code to confirm your identity with the Home Office. When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship. We will still need identity evidence from your family member.

You do not need to provide a share code if:

- you are an Irish citizen; or
- you have a frontier worker permit or evidence to show you are a frontier worker.

Your family member does not need to provide a share code if:

- they are an Irish citizen; or
- they have a frontier worker permit or evidence to show they are a frontier worker.

You need to send:

- a completed Postgraduate Doctoral Loan UK Employment Status form.

The Postgraduate Loan UK Employment Status form is available to download at **www.gov.uk/doctoralloan/apply** 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 Postgraduate Loan without this additional completed form.

## Section 4 Your residency information - continued

### 4.13 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 Overseas Territories 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 or marriage 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**.

### 4.14 Settled status not granted under the EU Settlement Scheme

'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.

Further information about immigration issues can be obtained from the Home Office.

If you or your parent or step-parent have been granted 'Indefinite Leave to Enter or Remain' in the UK as a victim of domestic violence or abuse provide details at question 4.21 or 'Indefinite Leave to Remain' in the UK as a bereaved partner, provide details at question 4.24.

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

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

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

## Section 4 Your residency information - continued

### 4.15 Family member of a person with settled status in the UK

By family member, you must be the:

- husband/wife/civil partner;
- child, step-child or other direct descendant (you must be under 21 or dependent on the person with settled status)

of a person with settled status in the UK.

‘Settled status’ means that your family member can live in the UK permanently without the Home Office placing any restrictions on how long you may remain.

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

- your family member is a British citizen.
- your family member has been granted ‘indefinite leave to enter or remain’.
- your family member has a right of abode in the UK.

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

- your valid UK passport or a letter from the Home Office which confirms your immigration status;

**or**

- your valid 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. All evidence items you send must be **originals**.

### 4.16 Limited leave to enter or remain in the UK under a Ukraine Scheme

To prove that you have leave in the UK under a Ukraine Scheme you need to provide us with a share code. Go to **[www.gov.uk/view-prove-immigration-status](https://www.gov.uk/view-prove-immigration-status)** to generate the code. Once generated, the code will expire after 90 days. You should return your application form as soon as possible after generating the share code.

When you give us your share code you do not need to send identity evidence unless it is required as proof of relationship.

If you do not have a share code you should provide evidence to confirm your immigration status. Send us your Biometric Residence Permit. If you do not have a Biometric Residence Permit you should send your passport with a vignette confirming your leave or your ‘permission to travel’ document.

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

## Section 4 Your residency information - continued

### 4.16 (Continued) Limited leave to enter or remain in the UK under a Ukraine Scheme

If your:

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

has been granted leave in the UK under a Ukraine Scheme you will need to provide their share code and date of birth or send evidence confirming their immigration status such as their Biometric Residence Permit. You will also need to send proof of your relationship to them. You must have been the spouse or civil partner of the person with leave on the date of the leave application.

If you're the child or step-child of the person with leave, you must have been the child or step-child on the date of leave application, and also under the age of 18 on that date.

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

If you or your:

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

have been granted leave under the Afghan Relocations and Assistance Policy (ARAP) or the Afghan Citizens Resettlement Scheme (ACRS), the Home Office will have sent you, or them, a letter and an immigration status document confirming this.

**You need to prove your identity, send us your:**

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

**You also need to send one of the following as proof of residency status:**

- Original Home Office travel document; or
- Original Biometric Residency Permit; or
- 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.

**You should also send evidence of your relationship to the person who holds the status if it is not you, such as:**

- a birth or marriage certificate

#### **Afghan Locally Employed Staff Ex-Gratia Scheme**

This scheme was 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 4 Your residency information - continued

### 4.18 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 original passport; **or**
- your valid 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 refugee status, send us:**

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

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 send us proof of your relationship, send us:**

- a birth or marriage certificate.

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

## Section 4 Your residency information - continued

### 4.19 Humanitarian Protection

If you or your:

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

has been granted

'Humanitarian Protection' 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 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.

#### **If you have been granted Humanitarian Protection, send us:**

- a Home Office letter that confirms your status and an immigration status document, for example:
- your original passport; or
- your valid 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 Humanitarian Protection, send us:**

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

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 send us proof of your relationship, send us:**

- a birth or marriage certificate.

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

## Section 4 Your residency information - continued

### 4.20 Stateless Person

If you or your:

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

have been granted 'Leave to Remain' as a Stateless Person, 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 person granted 'Leave to Remain' as a Stateless Person, 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 'Leave to Remain' as a Stateless person, you must have been their husband, wife or civil partner at the time of their application.

#### **If you have been granted Leave to 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 Remain as a Stateless Person, send us:**

- evidence to confirm your relationship to the person who has been granted Stateless Person status.
- a Home Office letter confirming their status and an immigration status document showing their status, for example:
- their original passport; **or**
- their valid Biometric Residence Permit.

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.

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

## Section 4 Your residency information - continued

### 4.21 Domestic violence or abuse

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

- 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.

- You must have a form of 'Indefinite Leave to Enter or Remain'
- You must have been under 18 when they applied for indefinite leave to enter or remain
- If you are claiming student finance as the child or step-child of a person granted 'Indefinite Leave to Enter or Remain' as a victim of domestic violence or abuse, 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 UK Home Office.

**If your parent or step-parent has been granted Indefinite Leave to Enter or Remain as a victim of domestic violence or abuse, send us:**

- your Home Office letter and immigration status document.
- your parent/step-parent's Home Office letter and immigration status document.

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 send:

Proof of your relationship to your parent or step-parent such as:

- your birth certificate; and
- the marriage or civil partnership certificate if they are your step-parent.

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

### 4.22 Section 67

If you are claiming student finance as the dependent child or step-child of a person granted Section 67 leave, you will only be considered eligible if you were granted leave in line with your parent or step-parent.

**If you have been granted Leave to 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.

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

## Section 4 Your residency information - continued

### 4.23 Calais leave

If you are claiming student finance as the dependent child or step-child of a person granted Calais leave, you will only be eligible if you were granted leave in line with your parent or step-parent.

#### **If you have been granted 'Calais leave' in the UK, send us:**

- a Home Office letter that confirms your status **and** an immigration status document, for example:
- your original passport; **or**
- your valid 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 'Calais leave', send us:**

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

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.

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

## Section 4 Your residency information - continued

### 4.24 Bereaved partner

**If you have been granted 'Indefinite Leave to Remain' in the UK as a bereaved partner, send us:**

- 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.

- You must have a form of 'Indefinite Leave to Enter or Remain'
- You must have been under 18 when they applied for indefinite leave to enter or remain
- If you are claiming student finance as the child or step-child of a person granted 'Indefinite Leave to Remain' as a bereaved partner, 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 UK Home Office.

**If your parent or step-parent has been granted Indefinite Leave to Remain as a bereaved partner, send us:**

- your Home Office letter and immigration status document.
- your parent/step-parent's Home Office letter and immigration status document.

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 send:

Proof of your relationship to your parent or step-parent such as:

- your birth certificate; and
- the marriage or civil partnership certificate if they are your step-parent.

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

## Section 4 Your residency information - continued

### 4.25 & 4.26 Long Residence requirements

- You must have been living in the UK and Islands legally for the three years prior to the first day of the first academic year of your course.
- You must have held a form of leave to remain in the UK issued by the Home Office during that time. This will usually be limited leave to remain or discretionary leave to remain, but other types of leave are also acceptable.
- If you had more than one type of leave to remain during the 3 years before the start of the first academic of your course, you must have applied for the second type of leave before the last one expired.
- You must be living in England on the first day of the first academic year of your course.
- If you're under 18 on the first day of their course, you must have lived in the UK for at least 7 years.
- If you're 18 or above on the first day of your course, you must have been living in the UK for at least half of your life, or 20 years, whichever is less.
- If your leave to remain in the UK expires while you're studying, we'll ask you to send us documents to show that you have a new form of leave.

#### **Examples of some of the evidence items you could send are:**

- application for Leave to Remain, or asylum, or listed as a dependant on such a claim
- Council Tax records
- wage slips
- P60 / P45
- Child Tax Credits and Child Benefit letters (in your parent's name, with you named on the award)
- original school/college exam certificates
- a letter from a teacher (on headed paper, signed with day specific dates of attendance DD/MM/YYYY)

#### **You also need to confirm your status in the UK. Examples of some of the evidence items you could send are:**

- a Home Office letter confirming your status in the UK and the reason for this status being granted. The letter must clearly show the date on which you were granted your status, and the date on which this status will expire (if applicable)
- your immigration status document
- your passport showing the relevant vignette
- your valid Biometric Residence Permit card

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 5 Your address history

### 5.2 Residency status

Only provide your address history from the date your Home Office status was granted or renewed, up to a maximum of 3 years before the first day of the first academic year of your course.

<b>Date study begins between</b>	<b>Date academic year begins</b>
1 August until 31 December inclusive	1 September
1 January until 31 March inclusive	1 January
1 April until 30 June inclusive	1 April
1 July until 31 July inclusive	1 July



## Section 8 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.