

Evidence needed for student finance applications for 2010/11

When you apply for student finance you, your parents, partner or other sponsors, may be asked to give us 'evidence' to support your application. This is to help us assess your application and make sure that you are eligible for support, and if you are, that you get all the money and help you are entitled to.

The following information is to help you understand what evidence we ask for and why. It is important that you read and understand it because if we don't get the evidence we need it may delay your payments, or even result in you not receiving any payments at all.

Student Evidence

Once you have completed and submitted your online application you will be shown a summary of all the evidence you need to send us. The evidence we need falls into specific categories. You will need to provide the following types of evidence.

Identity evidence

We need to know a bit about you to work out whether you're eligible for student finance.

The easiest way to confirm your identity is by giving us your **UK passport number**, the **date your passport was issued** and the **date it expires**. **You do not need to send your actual UK passport.**



If your passport has expired or you don't have a UK passport you should send one of the following:

- A UK birth or adoption certificate*
- An EU National Identity Card
- A non-UK passport

*If you send your birth or adoption certificate you also need to send a 'birth/adoption certificate form' with it. This form needs to be countersigned by someone who can confirm your identity.

[Download acceptable countersignatures: who can sign your declaration form? \(PDF, 27K\)](#)

[Download birth/adoption certificate form 2010/11 \(PDF, 36KB\)](#)

Financial Evidence

We will ask you to estimate your income for the academic year 10/11 but you **do not** need to send any evidence to prove this just now. If we need evidence we will contact you at the end of the academic year.

If you are applying for financially assessed student finance, your parent(s) or partner **will** need to send us evidence of their income now. The evidence they need to send will depend on the source of their income during 'prior tax year' 2008-09. If you are applying for student finance for Academic Year 2010/11, your parent(s) or partner will be asked to give financial details for 2008-09. We use prior tax year as this will be the last completed tax year before the first date from which you could apply for student finance for your course.

Other Evidence

If you are married, separated or divorced, you will need to send evidence of this, for example, a marriage certificate or decree nisi.

If you have any children you will need to send their original birth certificates.

If you are not a UK citizen you will need to send us evidence that shows your residence history or proves your nationality status so that we can work out if you qualify for student finance.



Parent or Partner Evidence

As a parent, partner or sponsor of a student applying for student finance you should submit your details online. You will then be shown a summary of all the evidence you need to send us. Most of the evidence you need to send will be evidence of your household income for the tax year 2008-09 - this runs from 6 April 2008 to 5 April 2009.

Marital Status Evidence

If you are married or living with a partner you just need to tell us about this, you **don't** need to send evidence.

If you are divorced or separated you **do** need to send evidence of this. You should send your decree nisi, decree absolute or a Solicitors letter.

Financial Evidence

The evidence we need depends on the source of your household income during **tax year 2008-09**. The tables below summarise the financial evidence we need you to send.

Income from employment, pensions, benefits and savings

Income from	Type	Original evidence needed for tax year 2008-09
Employment	Pay As You Earn (PAYE)	P60; or Month 12 Wageslip; or Week 53 Wageslip
Pensions	State retirement	Pension Book; or Confirmation from the Department for Work and Pensions (DWP); or Confirmation from the Benefits Agency
	Occupational/Private	P60
Benefits	Taxable state benefits	P60; or P60U - if you were unemployed for the full tax year
	Benefits in kind	P11D; or P9D - if your salary was £8500 or less
Savings and investments		Bank statements; or Copies of dividend statements; or Half yearly certificates

Income from self-employment and other taxable income

You may also have had income that you told HM Revenue and Customs (HMRC) about for tax purposes, such as income from **self-employment or property letting**. If you did, you need to send your **Self Assessed tax return** as evidence of all the income you told HMRC about for tax year 2008-09.

How you submitted your tax return	Evidence needed for tax year 2008-09
Online tax return	A copy of your online tax return
Short paper tax return	A copy of your short tax return (SA200)
Full paper tax return	A copy of your main tax return (SA100/SA101) and copies of any additional forms you completed.

We will return any original evidence you send us once it has been processed. Please be aware that this can take up to 4 weeks during our busiest processing periods, typically between mid August – mid October.

