

# Eligibility & Identity Validation

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**Eligibility Assessor – Pre-Assessment**

March 2019

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# Course Start Dates

When assessing eligibility the first day of the academic year is calculated from the below table

Date Started Course	Academic Year Start Date
Between 1 <sup>st</sup> August & 31 <sup>st</sup> December	1 <sup>st</sup> September
Between 1 <sup>st</sup> January & 31 <sup>st</sup> March	1 <sup>st</sup> January
Between 1 <sup>st</sup> April & 30 <sup>th</sup> June	1 <sup>st</sup> April
Between 1 <sup>st</sup> July & 31 <sup>st</sup> July	1 <sup>st</sup> July

# UK Nationals

# Acceptable Identity Evidence

- Details from valid UK passport
- Original UK birth certificate with valid ADIF (Applicant Declaration of Identity Form)
- Original Certificate of Naturalisation/Registration as a British Citizen



# UK Passports

## Requirements

- UK PP details can be entered on the initial application or a UK PP details form can be completed
- Passport details will then be checked with HMPO to confirm if passport is valid
- We can only accept details from valid passports
- If the student holds a UK travel document this will not pass HMPO check
- British Overseas Territory UK passports will need to be manually submitted by the customer and checked.

## Common Issues

- If the name on student's account is different to passport, change of name evidence is required – marriage certificate or change of name deed
- Make sure that details from the passport and personal details on application are matched before submitting

# UK Birth Certificate & ADIF

## Birth Certificate

- We can only accept original UK birth certificates
- We can't accept copies of UK birth certificates or non-UK birth certificates or laminated versions of these documents.

The following information must be legible:

- Name
- Place of birth
- Date of birth
- Serial number

## ADIF Tips

- Must be completed in full and signed & dated by both parties
- Countersignature should provide work address and phone number
- Countersignature should not be retired (except Armed Services officers)
- Countersignature must have a valid UK PP and have known student for 2 years
- If name doesn't match profile will need change of name evidence

# British Overseas Territories (B.O.T)

## British Overseas Territories (B.O.T)

Anguilla	Bermuda	Gibraltar
Cayman Islands	Montserrat	British Antarctic Territory
Pitcairn, Henderson, Ducie & Oeno Islands	St Helena & Dependencies	Turks & Caicos Islands
British Indian Ocean Territory	South Georgia & South Sandwich Islands	Sovereign Base Areas Of Akrotiri & Dhekelia
British Virgin Islands	Falkland Islands	



# Temporary Absence

- UK nationals born in the UK can live in the EU/EEA under right to roam but must be back in the UK for first day of the first AY of course
- ROW nationals who lived in the EEA/Switzerland may be eligible as a person settled in the UK exercising a right of residence elsewhere
- Students who have been resident outside the EEA may be eligible if they can prove the absence was temporary
- A gap year is not classed as breaking residency but evidence will be needed e.g. University letter or plane tickets
- If student is resident outside the EEA we would review if the student was a minor when they left the UK and has the student/family maintained links with the UK during their absence
- If a ROW national has lived outside the UK for more than 2 years, we may need to run further checks dependant on the evidence provided.



# European Union Nationals

# EU Countries

## EU Member States

Austria	Belgium	Bulgaria	Croatia
Cyprus (Republic)	Czech Republic	Denmark	Estonia
Finland	France	Germany	Greece
Hungary	Ireland (Eire)	Italy	Latvia
Lithuania	Luxembourg	Malta	Netherlands
Poland	Portugal	Romania	Slovakia
Slovenia	Spain	Sweden	

# Acceptable Identity Evidence

Students must provide one of the following

- Original valid passport
- Original valid National Identity card
- Original Certificate of Naturalisation/Registration as a British Citizen



# Eligibility Requirements

- Ordinarily resident in England on the first day of first AY of course
- Ordinarily resident in the UK throughout the 5 years before the first day of first AY of course
- Applications received prior to 25/3/16 (online) and 29/3/16 (paper) only need to provide 3 years UK residency addresses and evidence
- If student does not have 3/5 years UK residency but are working in the UK or their family member is working in the UK they may be able to apply as a migrant worker
- If ordinary residence in the UK was for full-time education must be ordinarily resident in the EEA/Switzerland immediately prior
- If student is granted Permanent Residence before course start date we will only need 3 years UK address history
- Irish nationals are deemed to be settled in the UK due to the Immigration Act 1971 so only need to provide 3 years UK address history

# Residency Evidence – Student Must Provide Evidence

- Student must provide the required 3/5 years address history on PN1 application or signed letter
- We can use a third party check to link the student to their UK addresses but they cannot always be matched for the full period so evidence will then need to be provided
- We can only accept original evidence
- The evidence does not need to cover every month but must cover the start of the period required
- We require evidence from each year of the required period and there must not be more than a 6 month gap between evidence
- Any period of previous HE study can be accepted as full residency evidence covering the period of study
- Approved applications are valid for the full year of study and we can also accept valid evidence provided to approve that application
- Withdrawn/suspended applications are valid for year of study up to the date student withdrew/suspended

# Residency Evidence – Minor Students

## Residency Evidence (under 18 during required period)

Letters from school/college	Qualification certificates	School/college certificates
School reports	HMRC Tax Credits Award Notification	HMRC Child benefit letter
Wage slips	P60s	Bank statements

# Residency Evidence – Mature Students

## Residency Evidence (over 18 during required period)

Wage slips	P60s	Council tax bills
Housing & council tax benefit letters	Letters from council or Housing Association	HMRC letters
HMRC Tax Credits Award Notification	HMRC Child benefit letter	HMRC Tax calculations/returns
Bank statements	DLA/DWP/Job Centre letters	Utility bills



# EU Fees Only Funding

## Eligibility Requirements

- Students who do not meet 3/5 years UK residency can apply if resident in EU/EEA for 3 years prior to course start date
- Students can provide certified copies of identity evidence
- If providing certified copy of their national ID card both front and back must be shown (except Romania)
- ROW nationals may be able to apply if they are the child/spouse of a UK/EEA national
- ROW nationals will need to provide original identity and status evidence

## Certified Identity Requirements

The student's certified identity evidence must show the following details

- Name of person certifying document
- Position/job title of signatory
- Work address
- Official stamp
- Wet signature (not signed in pencil or e-signature)
- Date identity evidence was certified



# **Rest of the World Nationals**

# Acceptable Identity Evidence

Students must provide one of the following

- Original valid passport
- Original Home Office Biometric Residence Permit Card (HOBRC)
- Original valid UK Travel Document
- Original Certificate of Naturalisation/Registration as a British Citizen



# Exceptions Identity Evidence

- If students are unable to provide original valid identity evidence they can apply to be reviewed as an exceptions case.
- Will need to be confirmed in writing, including the reason why they are unable to provide their identity evidence.
- The first exceptions option is for the student to provide their original expired passport containing UK status visa, original expired passport and a Home Office letter confirming status or original expired UK travel document
- If the student is unable to provide any of the above evidence types they will be advised to provide evidence from the exceptions table on the following slide.
- For all exceptions cases once evidence has been received, SLC will carry out further checks.
- This can also be carried out if the student's identity evidence is being held by a recognised authority.

# Exceptions Identity Table

A	B	C
Original birth certificate with ADIF	Original Home Office letter confirming status	UK bank statement
Original UK photo driving licence	Original Immigration Status Document (ISD)	Tax Credits Award Notice
Original Non-UK ID card		Evidence of National Insurance Number

# 3 Years Ordinary Residence

## What Is Ordinary Residence?

- There are two parts to ordinary residence the student must have held a lawful UK status for 3 years prior to the course start date and must also provide their address history for 3 years prior to the course start date.

## What Evidence Can We Accept?

- If the student has not provided residence history we require a signed letter confirming address(es) and dates at each address in dd/mm/yyyy format
- We can accept original Home Office letters, Biometric Residence Permit Card (HOBRC), Immigration Status Document (ISD) and vignettes to confirm status
- If there is a gap between statuses we require an original Home Office letter confirming the student applied in-time

# Settled Statuses

Status Type	3 Years Ordinary Residence Required	Other Evidence Required
Indefinite Leave to Remain (ILR)	Yes	N/A
No Time Limit	Yes	N/A
Indefinite Leave to Enter (ILE)	Yes	UK entry stamp must be between visa dates
Humanitarian Protection (HP)	Yes	Can be granted after course start date
Right to Abode	Yes	Status in valid passport

# Refugee Status

## Student is a Refugee

- If status is granted before course start date the student doesn't need to meet 3 years ordinary residence
- If status is granted after course start date the student will still be eligible for partial funding

## Student is the child/spouse of a Refugee

- If they are the spouse of a refugee they must be married prior to the spouse applying for asylum
- If they are the child of a refugee they must be under 18 when the parent applied for asylum
- Students must provide evidence confirming their relationship to parent/spouse (birth certificate or marriage certificate)
- We require original evidence to confirm the parent/spouse has been granted asylum



# Stateless

This is a new status type introduced for new students in the 18/19 Academic Year

- Students can be eligible if they are a stateless person or the family member of a stateless person
- 3 years ordinary residence in the UK prior to the course start date required
- If a student becomes stateless after their course start date they will be eligible for partial funding but will still need to meet 3 years ordinary residence prior to the course start date
- If the student is applying as the family member of a stateless person they will need to provide original evidence to confirm their family member is stateless and proof of their relationship to the family member

# EEA Family Member

- Must be resident in the UK or EEA during 3 years prior to course start date
- Hold UK status for 3 years prior to course start date or since UK entry date
- Must provide EEA family member's original valid identity evidence (passport or national ID card)
- Require proof of relationship to EEA family member (birth certificate or marriage certificate)
- EEA family member can be spouse, parent, step-parent, grandparent, step-grandparent or child



# Treaty Rights

## What Is Treaty Rights?

- EEA family members do not have to apply for UK status
- If they don't hold status must be exercising treaty rights
- Student must prove they are resident in the UK with family member during required period
- EEA family member must prove they were exercising treaty rights during required period
- Exercising treaty rights can be employment, self-employment, studying, seeking work and economically self-sufficient

 Evidence must be original

# Treaty Rights Acceptable Evidence

Treaty Rights Type	Acceptable Evidence
Employed	P60s, wage slips, employer letters
Self-Employed	Tax returns, accountant letters, NI contributions
Student	Confirmation of enrolment, bank statements, sickness insurance
Economically self-sufficient	Bank statements, sickness insurance
Seeking work	Jobcentre registration, applications, interview letters

# Permanent Residence

- Need 3 years UK address history prior to course start date
- If status is granted before the course start date we don't require any previous status evidence
- If status is granted after the course start date the student will still be eligible for partial funding depending on the date status was granted
- If permanent residence is granted during the course the student will be eligible for full funding for subsequent AY

# Long Residency

Students who hold the below statuses on course start date are required to provide long residency evidence (This list is not exhaustive)

## Long Residency Status Types

Spouse/Partner Leave to Remain	Discretionary Leave to Remain
Private/Family Life Leave to Remain	Leave to Remain 10 Year Partner Route/5 Year Parent Route
Leave Outside the Rules	Exempt Section 8 (4)
Dependant Leave to Enter/Remain	PBS Dependant Leave to Remain
Visa Work Permit Dependent	Tier Visa (Except Tier 4)

# Long Residency Evidence

## Rules

- Students must provide original evidence
- They must have lived in the UK for half their life up to 20 years
- If student doesn't meet long residency they may be eligible for EU funding if they are the spouse/child of a UK or EU national
- Must still meet 3 years ordinary residence in the UK

## Examples

- A student starts the first year of their course in September 2018 and DOB is 07/06/1998
- Long residency needed 19/7/08 – 1/9/18
- A student starts the first year of their course in September 2018 and DOB is 10/02/1974
- Long residency needed 1/9/98 – 1/9/18 as over 40

## Acceptable Evidence Types

- School/college attendance letters
- P60s
- Payslips
- Council tax records
- Child benefit/child tax credit documents
- Qualification certificates

# Right Of Permanent Residence (ROPR)

- This status only applies to EEA nationals of Norway, Iceland & Liechtenstein
- The student must have resided in the UK “in accordance with EEA regulations” for a continuous period of 5 years or is the dependent of an EEA national who has done so
- We require evidence the student has been employed, self-employed, studying, self-sufficient or seeking work for the 5 years period or was the dependent of someone doing so
- If the student was a dependent we require identity evidence from person they were dependent on, proof of relationship, proof they lived together in the UK and evidence the student was studying if relevant.





# Tier 4 (General) Student Status

- This status is granted to students who are in the UK wholly for the purpose of education
- Students who hold this status in the 3 years prior to the course start date will be ineligible unless they meet one of the following exceptions

Students who hold any of the following statuses on the course start date will be eligible for funding

- Refugee Status
- Humanitarian Protection
- Stateless
- EEA Family Member

- The student may be eligible if they can prove they had the intention to stay in the UK not for education purposes
- The student may hold Tier 4 for part of the qualifying period but applied for ILR prior to the qualifying period required
- This would show the student had an intention to stay in the UK

# Summary

- Students should keep the address on their account up-to-date. Identity evidence will be returned to the home address on their profile
- When physical evidence is required we can only accept original identity evidence (except for EU nationals applying for EU funding)
- All original identity evidence belonging to EU and ROW nationals is returned by special delivery so will need to be signed for. If there is nobody to sign the evidence can be collected from Royal Mail sorting office
- We do have the ability to check statuses through 3<sup>rd</sup> party links, however we would only do this once all other options have been exhausted. It is the students responsibility to provide evidence
- During peak times we advise students not to send identity documents if they are due to travel in the next 6-8 weeks
- Students should print cover letter from their account or provide a letter with their CRN to help us link identity evidence to their account. Any evidence that can't be linked is held and may be returned to issuing authority

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