



## Education Maintenance Allowance (EMA) Nationality and Residency Evidence

You should send **photocopies** of your evidence unless otherwise stated. We will return any original documents.



### EU and EEA nationals

An up to date list of all EU and EEA member countries is available at: [www.homeoffice.gov.uk](http://www.homeoffice.gov.uk)



### Ordinarily resident

By 'ordinarily resident' we mean that you normally and lawfully live in the UK, EU/EEA or Switzerland through choice. If you have moved to the UK for education purposes, you must have been ordinarily resident in the EU/EEA or Switzerland prior to becoming ordinarily resident in the UK. Don't take into account any temporary absences totalling six months or less over the three years before the first day of your course.

You must also be resident in Wales on the first day of your course to be able to get EMA.

### Your current status:



#### UK national

If you hold a valid UK passport, enter these details on the application form. This means you **don't need to send your passport to us.**

**If you don't hold a valid UK passport, alternative evidence is required. You need to send us:**

- your original birth certificate



#### EU national

#### You need to send us:

- your valid passport; **or**
- your National Identity card

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

You need to send evidence to show you have been resident in the UK for the past 3 years.

#### Photocopied evidence can be but not limited to:

- a letter from your school or college on headed paper confirming your name, address(es) and date the letter was issued
- utility bills (these can be printed from your online account if you do not get paper bills)
- Child Tax Credits letter - if you are named on it
- bank statements (these can be printed from your online account if you do not get paper statements)
- Council Tax bills
- a letter from your local council or housing association



### **e** 'Settled status' in the UK

By 'settled status' we mean:

- you have a right of permanent residence' in the UK; **or**
- you have been granted indefinite leave to remain; **or**
- you have a right of abode in the UK

### **e** Leave to remain on the grounds of private life, outside the Immigration Rules, discretionary leave, or humanitarian protection

If you have leave to remain on the ground of private life, this must be as a result of a failed application for asylum.

If you have leave to remain outside the immigration rules, this must be as a result of a failed application for leave to remain on the grounds of private life.

#### **You need to send us:**

- your Biometric Residence Permit; **or**
- your Home Office letter **and** your immigration status document

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

#### **You can apply for funding as long as you or your eligible family member's status does not expire before 1st September 2019.**

If the status expires before you finish your course, we will ask for evidence of the updated status.

#### **If any of these statuses apply to you or your eligible family member, you need to send us:**

- the Biometric Residence Permit; **or**
- the Home Office letter **and** the immigration status document of the person who has been granted the leave to remain

#### **If any of these statuses apply to your family member, you also need to send us:**

- proof that your relationship to the family member existed at the time of their application to the Home Office

If you're claiming student finance as the child or step-child of a person 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 or step-parent's application to the Home Office.

If you're 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 for asylum.

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



- e** 'Refugee status' in the UK or 'EU temporary protection status' in the UK

**You can apply for funding as long as you or your eligible family member's status does not expire before 1st September 2019.**

If the status expires before you finish your course, we will ask for evidence of the updated status.

**If this status applies to you or your eligible family member, you need to send us:**

- the Biometric Residence Permit; **or**
- the Home Office letter **and** the immigration status document of the person who has been granted the leave to remain

**If this status applies to your family member, you also need to send us:**

- proof that your relationship to the family member existed at the time of their application to the Home Office

If you're claiming student finance as the child or step-child of a person 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 or step-parent's application to the Home Office.

If you're 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 for asylum.

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



**e** 'Leave to remain' as a stateless person

**You can apply for funding as long as you or your eligible family member's status does not expire before 1st September 2019.**

If the status expires before you finish your course, we will ask for evidence of the updated status.

**If this status applies to you or your eligible family member you need to send us:**

- the Home Office letter **and** Biometric Residence Permit of the person who has been granted stateless person status

**If this status applies to your family member, you also need to send us:**

- proof that your relationship to the family member existed at the time of their application to the Home Office

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

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

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

**e** 'Leave to remain' under section 67 of the Immigration Act 2016

**You can apply for funding as long as you or your eligible family member's status does not expire before 1st September 2019.**

If the status expires before you finish your course, we will ask for evidence of the updated status.

**If this status applies to you or your eligible family member, you need to send us:**

- the Biometric Residence Permit; **or**
- the Home Office letter **and** the immigration status document of the person who has been granted the leave to remain

**If this status applies to your family member, you also need to send us:**

- proof that your relationship to the family member existed at the time of their application to the Home Office

If you're claiming student finance as the child or step-child of a person 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 or step-parent's application to the Home Office.

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



- e** Child of a Turkish national who is working or has worked in the UK

**You need to send us:**

- your valid passport; **or**
- your National Identity card

**We need proof that your parent/step-parent is a Turkish national, send us:**

- your parent's valid passport; **or**
- their National Identity card **and** proof of your relationship

All of the above evidence items you send must be **originals**.

**We also need photocopied proof that they are working/have worked in the UK, send us:**

- their latest P60; **or**
- their latest P45; **or**
- a letter from their current employer on headed paper; **or**
- their latest audited accounts; **or**
- their latest tax return; **or**
- latest details of their income

- e** Child of a Swiss national

**You need to send us:**

- your valid passport; **or**
- your National Identity card

**and proof of your parent's Swiss nationality, send us:**

- your Swiss national parent's valid passport; **or**
- National Identity card **and** proof of your relationship

All of the above evidence items you send must be **originals**.

**We also need photocopied 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:**
  - latest bank statement; **or**
  - latest payslip (showing home address); **or**
  - tenancy agreement/Mortgage Statement; **or**
  - a utility bill (dated within last 3 months); **or**
  - Local Authority correspondence (on headed paper); **or**
  - Government Department correspondence



**e** EEA or Swiss national who is working/has worked or is looking for work in the UK

If you/your family member stop actively looking for work or if you/they stop working and are not actively looking for work in the UK you need to contact us on **0300 200 4050** and let us know.

**If this status applies to you, you need to send us:**

- your valid passport; **or**
- your National Identity card; **or**
- your Permanent Residency Card (EEA only)

Any of the above evidence items you send must be **originals**.

**We also need photocopied proof that you're working/looking for work, send us:**

- your latest P60; **or**
- your latest P45; **or**
- a letter from your current employer on headed paper; **or**
- your latest audited accounts; **or**
- your latest tax return; **or**
- details of your current income; **or**
- recent proof that you are actively seeking employment in the UK

**If this status applies to your family member, you need to send us:**

- their valid passport; **or**
- their National Identity card **and** proof of your relationship

Any of the above evidence items you send must be **originals**.

**We also need photocopied proof that they are working/looking for work, send us:**

- their latest P60; **or**
- their latest P45; **or**
- a letter from their current employer on headed paper; **or**
- their latest audited accounts; **or**
- their latest tax return; **or**
- details of their current income; **or**
- recent proof that they are actively seeking employment in the UK

**e** Ineligible based on your nationality and residency situation

You need to be able to meet the nationality and residency requirements set out by the EMA Scheme to receive EMA payments.

If you think you might still be eligible and you want to speak to someone about your specific situation you can call **0300 200 4050**.