Postgraduate finance
Doctoral

cyllid myfyrwyr cymru
student finance wales

Ariennir gan
Lywodraeth Cymru
Funded by
Welsh Government

Application notes

About these notes

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

You can also apply online at **www.studentfinancewales.co.uk**

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 or advise 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   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.

1.5   National Insurance number

Any payment of your loan will be withheld until you provide your UK National Insurance number, unless you're a European Union student.

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 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, DTech)

  you are not eligible to receive a Postgraduate Doctoral Loan.

Section 3 Your postgraduate doctoral 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 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 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 they're able to get Research Council Funding. If you're unsure if you can apply for this, you need to speak to your university or college.

3.6 **Knowledge Economy Skills (KESS2) Scholarship**

Students are not eligible for a Postgraduate Doctoral Loan if they're getting a Knowledge Economy Skills (KESS2) Scholarship. If you're unsure if you can apply for this, you need to speak to your university or college.

3.7 **Distance Learning**

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

If you are not studying distance learning due to you or a family member being in the armed forces you must be living in Wales 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 in the UK or overseas
• a child, step-child or adoptive child under the age of 25 living with a member of the UK Armed Forces serving outside Wales
• a dependant parent living with either;
  - a child who is a member of the UK Armed Forces serving in the UK or overseas
  - the child's spouse or civil partner who is a member of the UK Armed Forces serving in the UK or overseas

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

4.2 **If you don't have a UK passport or your UK passport has expired.**

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

• your original birth or adoption certificate

If you can't return your original birth or adoption certificate with your main application form, get it to us as soon as possible.

4.3 **EU nationals**

You need to prove your EU nationality, send us one of the following:

• your valid passport
• your valid National Identity card.

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

4.4 **Family members of EU nationals**

You need to prove your family member's EU nationality, send us:

• your valid EU family member's passport
• your valid National Identity card

You also need to prove your EU national family member's relationship to you, send us:

• a birth or marriage certificate

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

Section 4 Your residency information – continued

4.5 Child of a Swiss national

To get a Postgraduate Doctoral 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 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 valid National Identity card; or
- your birth certificate

You also need to prove parent's Swiss 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 of your course. 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.

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

4.6 European Economic Area (EEA) national or Swiss national

You need to send:

- a completed Postgraduate Doctoral Loan UK Employment Status form.

The Postgraduate Doctoral Loan UK Employment Status form is available to download at **www.studentfinancewales.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 Postgraduate Doctoral Loan without this additional completed form.

Section 4 Your residency information – continued

4.7 **Family member of a European Economic Area (EEA) national or Swiss national**

You need to send:

• a completed Postgraduate Doctoral Loan UK Employment Status form.

The Postgraduate Doctoral Loan UK Employment Status form is available to download at **www.studentfinancewales.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 Postgraduate Doctoral Loan without this additional completed form.

4.8 **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, EEA, Turkey or Switzerland 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.

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

4.9 **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 a right of 'permanent residence' in the UK
• You have been granted 'indefinite leave to remain'
• You have a right of abode in the UK.

Further information about the right of permanent residence and other immigration issues found at **www.homeoffice.gov.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, no other data from it will be used or stored.

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

4.10 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, 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:
  • your original passport; **or**
  • their valid Biometric Residence Permit.

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

• their original passport.

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**.

4.11 Leave to enter or remain status

If you or your:
• husband, wife, civil partner; or
• parent(s), step-parent

has been granted 'Leave to enter or remain' 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 person granted 'Leave to enter or remain' 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 'Leave to enter or remain' status, you must have been their husband, wife or civil partner at the time of their application for asylum.

If you have been granted 'Leave to enter or remain' 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, no other data from it will be used or stored.

If your family member has been granted 'Leave to enter or remain' 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 your Biometric Residence Permit to validate your identity, 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**.

4.12 Stateless Person

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, 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.

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

4.13 Section 67

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, no other data from it will be used or stored.

If you are the dependant child of somebody 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.

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

Section 8 Loan Declaration

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.

Section 8 Loan Declaration