



Southampton  
**SOLENT**  
University

# EU Nationals & Migrant Workers

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**Student Funding Team**

**Student Hub (RM050)**

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# EU Nationals

If you are an EU national who has come to the UK to study, you can normally only apply for a Tuition Fee Loan. You need to apply to the Student Finance Services European Team. New students use form **EU15N**. This can be found at:

[www.gov.uk/student-finance-forms/y/eu-full-time/year-1516/new-student](http://www.gov.uk/student-finance-forms/y/eu-full-time/year-1516/new-student)

Send your non-UK passport or identity card the first time you apply. Any original documents you send will be returned to you within 4 weeks. If you don't want to send the originals you will need to send certified copies. People who can certify documents and what they must write on the copy of the document is explained here: [www.gov.uk/certifying-a-document](http://www.gov.uk/certifying-a-document)

Continuing students will automatically be sent form EUPR1A , so it is important to notify Student Finance England if you change address using the 'EU notification of change of circumstances form' (EUC01): [www.gov.uk/student-finance-forms/y/eu-full-time/year-1516](http://www.gov.uk/student-finance-forms/y/eu-full-time/year-1516) . You can contact the Non UK Team by phone on (+44) (0) 141 243 3570 or write to them (see address on back page).

## Am I eligible to get any money to help with living costs?

Some EU nationals may be able to apply for the living costs elements of UK Student Finance. There are two main categories of eligibility:

### 1. Non-UK European nationals living in the UK and Islands

To be eligible for Student Finance under this category, you must be:

- An EU (but non-UK) national on 1st September of the year in which you *start* your course; *and*
- Ordinarily resident\* in England on 1st September of the year in which you *start* your course; *and*
- Have been ordinarily resident in the UK, the Channel Islands or Isle of Man for the **three years** immediately before 1st September of the year in which you *start* your course (you can ignore any short absences, such as holidays); *and*
- If during any part of the three year period your residence was for the main purpose of receiving full time education, you must have been ordinarily resident in the UK or elsewhere in the EEA and/or Switzerland immediately **before** the three year period.

\* To be 'ordinarily resident' means to be habitually, normally and lawfully living somewhere.

## 2. Non-UK EEA and Swiss Migrant workers and family

(The EEA is all the EU countries plus Norway, Iceland and Liechtenstein. However, Croatians should also read important additional information later in this section called '*Croatian nationals*')

To be eligible for Student Finance under this category, you must meet **all** of the following requirements:

- You must be an EEA national (non-UK) or a Swiss national and resident in the UK as a worker, or the relevant family member (spouse/civil partner/child/other relevant family member) of such a worker ; **and**
- You must be ordinarily resident in England on 1st September of the year in which you start your course, (unless you are an EEA or Swiss frontier worker or their relevant family member); **and**
- You must be ordinarily resident in the UK or elsewhere in the EEA and/or Switzerland for the three years immediately before the 1st September of the year in which you start your course (you can ignore any short absences, such as holidays).

### **Please note the following important points:**

- If you are the family member of an EEA worker, you do not need to be an EEA national yourself to qualify for Student Finance
- If you are the child of an EEA/Swiss worker, in certain circumstances the worker no longer needs to still be living and working in the UK
- You may become eligible for Student Finance during your course if you start working (you do **not** need to be working at the start of the academic year), although if you start work part way through an academic year, you might not get full Student Finance for the whole of that year.
- Someone who is actively looking for work, and has previously worked in the UK, might also be considered a worker. For example, if you cease work voluntarily, you would normally lose your worker status and, as a result, your eligibility for student finance. However, if you have to stop work temporarily due to illness or accident and can provide medical evidence, or if you are made redundant, you maybe able to retain your worker status and continue to receive student finance as an EEA worker.

- If you are self-employed, you can be eligible as a worker
- If you are applying for Student Finance because you are the child of an EEA or Swiss Worker, you also need to show that you are either under the age of 21, or that you are dependent on your EEA worker family member or on their spouse or civil partner.

‘Dependent’ usually means financially dependent, but it could have other meanings. You also need to be able to demonstrate that you have lived with a parent in the UK while you were either under 21 or otherwise dependent and you were studying at that time. This doesn’t mean that you need to live with the parent now, nor that the parent needs to still be living and working in the UK.

## Applying for Student Finance as an EEA Migrant Worker

At the moment, students who are applying for Student Finance as an EEA/Swiss Migrant Worker or their family member cannot apply online. You need to download the same form as UK students complete: a PN1 (new students) or a PR1 (continuing students): <https://www.gov.uk/student-finance-forms>

If you are applying for Student Finance under category (2), you will need to provide evidence of your worker status, and your nationality, or documents for the worker in your family if you are applying as a family member of an EEA or Swiss worker.

**The documents you need to provide for this purpose are:**

1. **your passport or identity card to prove your nationality.** If you don’t want to send the originals you need to send a certified copy of your passport, or both sides of your national identity card. If you are applying as the family member of an EEA or Swiss worker, you will also need to provide a certified copy of their passport or national identity card (or originals). Who can certify documents and what they must write on the copy of the document is explained here: [www.gov.uk/certifying-a-document](http://www.gov.uk/certifying-a-document) ; *and*

2. **Evidence that you, or your relevant family member, are working.**

If you are employed, we advise you get a letter from your current employer, or the employer of your family member, to show that you or they are working. The letter should confirm:

- the date the work started,
- the job title,
- whether the job is permanent,
- how many hours work is done each week **and**
- how much the salary is.

It is generally advisable to be working *at least* 12 hours per week for SFE to consider you as an EEA worker. However, if you are working less hours you might still be eligible. You should also provide the last 3 months' recent payslips with your application.

You may also need to provide your *September payslip* as evidence that you are working during the academic year. However it is advisable **not** to wait until September to make your Student Finance application: apply early, then send your September payslip in as soon as it is available. Your Student Finance application may be delayed and you might not receive your money until a few weeks into the academic year - for this reason it is advisable to ensure you have sufficient funds available to pay for your living costs until you get your Student Finance.

Self-employed students could provide copies of invoices that you send to your clients, plus bank statements showing the corresponding payments coming in. You could also provide documentation from HM Revenue and Customs confirming that you have registered for self assessment; *and*

3. **You need to have been ordinarily resident in the UK on the 1st September *immediately before* you started your course.** You do not normally need to provide evidence of your residence at the time of applying, but SFE might ask you to provide it later.

4. **A letter written by you, explaining how you meet the eligibility requirements for Student Finance as an EEA Worker.**

We can provide a template letter, which you can personalise, please email us at [student.funding@solent.ac.uk](mailto:student.funding@solent.ac.uk) and we can send it to you.

**Make sure you complete Section 3** of the application form which asks you about your residence status and for details of your work. After you have gathered your documents, written your letter and completed the application form, send your application by special delivery post to SFE. [www.royalmail.com/track-trace](http://www.royalmail.com/track-trace)

## Croatian nationals

Since 1 July 2013 most Croatian nationals who are studying in the UK have to apply to the UK Home Office for a yellow registration certificate before they can take up employment, but there are some exceptions.

A yellow registration certificate allows you to work up to 20 hours a week during university term times and full-time during vacations. Once you have then been working in the UK with permission, and without interruption, for a period of 12 months, you will be exempt from the requirement to obtain worker authorisation in the UK and you can work freely, without restrictions on your hours.

It can sometimes take several months for applications for a yellow registration certificate to be processed. You will also need to provide the documents listed in the section above, as well as your own letter, and evidence of your yellow registration certificate or evidence of your exemption from requiring a yellow registration certificate. For more information and how to apply go to:

[www.gov.uk/croatian-national/overview](http://www.gov.uk/croatian-national/overview)

## Other categories of eligibility

There are some other categories of people who are, in certain circumstances, eligible for the full package of Student Finance. The rules about which family members count, and where and when you need to have been resident, are complicated.

### **You *might* be eligible for Student Finance if:**

1. You, or your parent or your spouse/civil partner have been recognised as a refugee by the UK Government and you have remained ordinarily resident in the UK and Islands since then; or

2. You have applied for asylum in the UK and although the Home Office has not granted you refugee status, they have granted you Humanitarian Protection. You might also be eligible if you are the spouse/civil partner or child of such a person, but additional criteria apply; **or**
3. You are the child of a Turkish national who is ordinarily resident in the UK and Islands and who is, or has been, lawfully employed in the UK; **or**
4. You are the child of a Swiss national who is living in the UK, e.g. as a worker, student or self-sufficient person, **on the first day of the first academic year of your course**. Note that if you started your course before September 2013, your Swiss national parent only needed to be living in the EEA or Switzerland, they weren't required to be living in the UK; **or**
5. You are settled in the UK, but you have been living outside the UK in the EEA or Switzerland during the three year period immediately before 1st September of the year in which you start your course, **and** you were settled in the UK immediately **before** you moved to the EEA or Switzerland.

This is just a summary of the additional eligibility categories. The actual rules are more detailed and contain more requirements. Please check your eligibility. You can also read an overview of the categories of eligibility on the UKCISA website:

<http://ukcisa.org.uk/International-Students/Fees--finance/Student-support/Applying-in-England/Who-is-eligible/>

## **UKCISA (UK Council for International Student Affairs):**

Advice line is open from Monday to Friday, 1300 - 1600 hours (UK time):

Outside the UK: **+44 20 7788 9214**

Inside the UK: **020 7788 9214**

### **Address:**

UKCISA,  
9-17 St Albans Place,  
London, N1 0NX , UK

# Contact information

## Student Finance England:

- **Student Finance Services Non UK Team**

Student Finance England  
PO Box 89  
Darlington  
DL1 9AZ

Telephone: **0141 243 3570**

From outside the UK: +44 (0)141 243 3570

Monday to Friday, 9am to 5:30pm

- **European Economic Area (EEA) Migrant Worker Applications**

Student Finance England  
PO Box 89  
Darlington DL1 9AZ

- **Student Finance England UK student queries:**

Telephone: **0300 100 0607**

Textphone: 0300 100 0622

## Solent University – Student Funding Advisers:

Visit: the Student Hub, RM050

Tel: 023 8201 3427

Email: [students.funding@solent.ac.uk](mailto:students.funding@solent.ac.uk)