

EDUCATION MAINTENANCE ALLOWANCE (EMA)

Application Form

Academic year 2026/27

www.nidirect.gov.uk

**Apply
Now!**

How to complete this application form

- Follow the instructions, we'll tell you what questions you need to answer and what ones you can skip.
- You'll need to have your bank, building society or credit union details to hand where possible.
- Section 8 will ask about your household financial details. Depending on your situation, either your parent(s) or you (and your partner, if you have one) will need to complete this section. Whoever completes this section will need their National Insurance number to hand.
- You need to complete all of the questions you're asked to. Any missing information will delay your application for EMA.
- Where we ask for evidence – we will need it before your application can be accepted. Any missing evidence will delay your application for EMA.



If your household income is £20,501 or more (for households with one dependent child); or £22,501 or more (for households with more than one dependent child) do not complete this application form – you will not be eligible for this allowance.

Getting EMA won't affect any benefits you or your family already receive.

Use the notes



Where you see this you should check the notes for specific **information** to help you complete a question or section.



Where you see this you need to send us **evidence** to support your application. Use the notes to find out exactly what you need to send. You should send **photocopies** of your evidence unless otherwise stated. We will return any original documents.

How we process your data

Student Finance NI is the student finance service provided by the Student Loans Company and the Education Authority, on behalf of the Department for the Economy. The information you provide will be used for the processing of EMA by the SLC and any subsequent administration relating to funding.

For more information on the data we collect, use and share read our Information Usage Summary on page 3 of the accompanying notes.

What if I can't send the evidence you need now?

Return your application without the evidence. By doing this we can make a start on your application, but we won't be able to pay you until we see the documents we've asked for. We'll write to you to confirm what documents we still need from you.

2026/27 Calendar



Application forms for academic year 2026/27 available for download from www.nidirect.gov.uk



Return your application with all required evidence before **31 July 2026 to make sure your EMA application can be processed and ready for the start of your first term.**



Term starts – to have payments backdated to the start of the term, you must apply before **30 September 2026. Don't worry if you don't have all your supporting information or evidence ready by this date, you can send it later. If you apply after **30 September 2026** you may have your payments backdated to the Monday after you return the application.**



We need to have received your completed application form and evidence before **31 August 2027 for you to be eligible for EMA in academic year 2026/27.**

Section 1 Agreements and consent

1.1 Tick the statement that applies to you and follow the instruction.



By authorised third party we mean someone who is authorised to act and/or receive payments on the student's behalf.

Evidence is required such as documentation from a Local Authority or a Power of Attorney.

☒ I am the student completing this form myself.	Complete the Student Agreement below.
☒ I am an authorised third party who is both : • completing this form on behalf of the student because they are unable to and • I am authorised to hold funds on behalf of the student.	Complete the Third Party Agreement A on page 4.
☒ I am an authorised third party who is only : • completing this form on behalf of the student because they are unable to.	Complete the Third Party Agreement B on page 4.
☒ I am an authorised third party who is only : • authorised to hold funds on behalf of the student.	Complete the Third Party Agreement C on page 4.

Student Agreement

By signing this agreement you are confirming that:

- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you understand that if you have provided details of your UK passport, SLC will verify those details with HM Passport Office;
- you understand that any attempt to dishonestly obtain EMA shall be treated as fraud and will be subject to disciplinary procedures involving the Police Service of Northern Ireland (PSNI);
- you agree that in the event of receiving an overpayment of financial support, you are obligated to repay this in full; and
- where you have provided any personal information in relation to a third party, you have informed them of this.

Student full name (in BLOCK CAPITALS)

Student signature

Today's date

Day	Month	Year



Now complete **Consent to share** below

Consent to share

Important information if you live with your parent(s)/guardian(s) or a partner:

It is important that we know if you will let us talk about your application and award with your parent(s)/guardian(s) or partner. We can't give out information about your application or award to anyone without your consent.

- I consent to the EMA customer services team providing details of the progress of my application and award to the person named as person 1 in section 8 of this application form. ☐ No ☐ Yes
- I consent to the EMA customer services team providing details of the progress of my application and award to the person named as person 2 in section 8 of this application form. ☐ No ☐ Yes



Now go to **Section 2**



Section 1 Agreements and consent (continued)

Third Party Agreement A

By signing this agreement you are confirming that:

- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you are authorised to act on the student's behalf and have enclosed evidence to prove this;
- the student named in **Section 2** is unable to have a bank, building society or credit union account in his/her own name;
- you agree that in the event of the student receiving an overpayment of financial support, the student is obligated to repay this in full;
- you will provide correct bank, building society or credit union details in your own name, are authorised to hold funds on the student's behalf and have enclosed evidence to prove this;
- you will use EMA payments made as a result of this application in accordance with the student's instructions; and
- you have read and understood these statements.

Authorised third party full name (in BLOCK CAPITALS)

Authorised third party signature

Today's date

Day		Month		Year			
		-			-		

 Now go to **1.2**

Third Party Agreement B

By signing this agreement you are confirming that:

- the information you will give on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the accompanying notes;
- you are authorised to act on the student's behalf and have enclosed evidence to prove this; and
- you agree that in the event of the student receiving an overpayment of financial support, the student is obligated to repay this in full;
- you have read and understood these statements.

Authorised third party full name (in BLOCK CAPITALS)

Authorised third party signature

Today's date

Day		Month		Year			
		-			-		

 Now go to **1.2**

Third Party Agreement C

By signing this agreement you are confirming that:

- the student named in **Section 2** is unable to have a bank, building society or credit union account in his/her own name;
- you will provide correct bank, building society or credit union details in your own name;
- you are authorised to hold funds on the student's behalf and have enclosed evidence to prove this;
- you agree that in the event of the student receiving an overpayment of financial support, the student is obligated to repay this in full;
- you will use any EMA payments made as a result of this application in accordance with the student's instructions; and
- you have read and understood these statements.

Authorised third party full name (in BLOCK CAPITALS)

Authorised third party signature

Today's date

Day		Month		Year			
		-			-		

 Now go to **1.2**

Section 1 Agreements and consent (continued)

1.2 Third party details



You need to send evidence to prove your authorisation, read the notes to find out what you need to send.

You must contact us if the student's contact details change or if the student's nominated third party's details change during the academic year.

All correspondence will continue to be addressed directly to the student.

Forename(s)

Surname

Home address

Postcode

Home phone number

Mobile phone number

Email address

Section 2 Student's details

2.1 Customer Reference Number

(If you don't have one yet, leave this blank.)

--	--	--	--	--	--	--	--	--	--	--

2.2 Personal details

Complete these details exactly as stated on your birth certificate, passport or deed poll.

If any of your details change during the year you need to let us know.

You must be aged 16, 17, 18 or 19 on or between 2 July 2025 and 1 July 2026 to be eligible.

Title

☐ Mr ☐ Mrs ☐ Miss ☐ Other

Forename(s)

Surname

Gender

☐ Male ☐ Female

Date of birth

Day Month Year
 - -

Place of birth (the name of the town or village)

2.3 Contact details



You need to send evidence, such as a photocopy of your household gas or electricity bill. Read the notes for a full list of what you can send.

The proof can be in your parent's/guardian's/partner's name.

Home address

Postcode

Home phone number

Mobile phone number

(We may contact you by text message.)

Email address

Section 3 Your payment details

- 3.1** Are you completing this section as an **authorised third party** who will hold the student's EMA payments on their behalf?

By authorised third party we mean someone who is authorised to act and/or receive payments on the student's behalf. Evidence is required such as documentation from a Local Authority or a Power of Attorney.

- ☐ **No** – I am the student – go to **3.2**
- ☐ **Yes** – go to **3.3**

- 3.2** Student payment details

This account must be in your name and be able to accept direct credits.

You must provide your details in full or we won't be able to pay you.

Account holder's name (student)

Sort code

 - -

Account number

- 3.2a** Is this a building society or credit union account?

- ☐ **No** – go to **Section 4**
- ☐ **Yes** – provide your:

Building society roll/credit union membership number

Now go to **Section 4**

- 3.3** Third party payment details

This account must be able to accept direct credits.

You must provide your details in full or we won't be able to pay you.

Account holder's name (third party)

Sort code

 - -

Account number

- 3.3a** Is this a building society or credit union account?

- ☐ **No** – go to **Section 4**
- ☐ **Yes** – provide your:

Building society roll/credit union membership number

Now go to **Section 4**

Section 4 Student's school or college details

- 4.1** Are you in receipt of, or have you been approved to receive either:
- a Further Education (FE) Grant from the Department for the Economy
- or**
- a Department of Agriculture, Environment and Rural Affairs (DAERA) Bursary?

- 4.2** Give details of where you intend to study from September 2026.

If you don't know where you'll study, give details of the school or college you want to attend.

If these details change you must let us know as soon as possible and no later than before the start of your first term.

☐

No – go to **4.2**

☐

Yes – you are not eligible for this allowance.
Do not continue with this application.



Name of school or college

Campus (if applicable)

School or college address

Postcode

Now go to **Section 5**

Section 5 Student's nationality and residency details

Part A

5.1 Are you a UK national?

If you're a UK passport holder, the easiest way for you to verify your identity is to provide your UK passport details. This means you do not need to send us your passport.

We will share the passport details you give us with HM Passport Office so that we can verify your identity.

If you're an ROI passport holder, you need to send us your original passport. Your passport must be currently valid and not expired.



UK passport expired?

If your UK passport has expired we can't accept this information as proof of your identity. You'll have to send alternative evidence as set out in the accompanying notes.

5.2 Are you an Irish citizen?

5.3 Are you the family member of a UK national or someone with settled status in the UK?

☐

No – go to **5.2**

☐

Yes – do you hold a valid UK passport?

☐

No – you need to send supporting documents. Read the notes to see what you need to send then go to **6.1**

☐

Yes – enter these details exactly as stated on your passport

Passport number

Date of issue

Day Month Year

Date of expiry

Day Month Year

Forename(s)

Surname

Now continue to 6.1

☐

No – go to **5.3**

☐

Yes – Have you been ordinarily resident in:

- the UK and Islands; or
 - the UK, EEA, Switzerland, and Gibraltar
- for the three years prior to the first day of the first academic year of your course?

☐

No – go to **5.3**

☐

Yes – you need to send supporting documents. Read the notes to see what you need to send then go to **6.1**

☐

No – go to **5.5**

☐

Yes – have you been ordinarily resident in the UK and Islands for three years prior to the first day of the first academic year of your course?

☐

No – go to **5.4**

☐

Yes – you need to send supporting documents. Read the notes to see what you need to send then go to **6.1**



Section 5 Student's nationality and residency details (continued)

- 5.4** Have both you and your UK national family member been ordinarily resident in the UK, EEA, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

☐

No – go to **5.5**

☐

Yes – Were both you and your UK national family member:

- living in the UK on 31 December 2020, after moving to the UK from the EEA or Switzerland on or after 1 January 2018; or
- living in the EEA or Switzerland on 31 December 2020?

☐

No – go to **5.5**

☐

Yes – you need to send supporting documents. Read the notes to see what you need to send then go to **5.28**



Section 5 Student's nationality and residency details (continued)

- 5.5** Have you or your family member been granted leave under the Afghan Relocations and Assistance Policy (ARAP), the Afghan Citizens Resettlement Scheme (ACRS) or the Afghanistan Response Route (ARR)?

☐ **No** – go to **5.6**

☐ **Yes** –I have been granted leave under the ARAP, ACRS or ARR
Provide your:
Date latest status granted
Day Month Year
[] [] - [] [] - [] [] []
Date this status is due to expire - if applicable
Day Month Year
[] [] - [] [] - [] [] []
now go to 5.30

☐ **Yes** –My family member has been granted leave under the ARAP, ACRS or ARR. My family member is my:
☐ husband/wife/civil partner
☐ parent or step-parent
Date latest status granted
Day Month Year
[] [] - [] [] - [] [] []
Date this status is due to expire - if applicable
Day Month Year
[] [] - [] [] - [] [] []
now go to 5.31

Section 5 Student's nationality and residency details (continued)

5.6 Have you been granted settled status or pre-settled status under the EU Settlement Scheme?

☐ **No** – go to **5.7**

☐ **Yes** – I have been granted settled status



 Have you been ordinarily resident in the UK and Islands for the three years prior to the first day of the first academic year of your course?

☐ **No** – Are you an EU national or a family member of an EU National **and** you have been living in the UK, EEA, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

☐ **No** – go to **5.9**

☐ **Yes** – go to **5.28**

☐ **Yes** – go to **5.28**

☐ **Yes** – I have been granted pre-settled status



 Are you an EU national or a family member of an EU national **and** you have been living in:

- the UK, EEA, Switzerland, and Gibraltar for the three years prior to the first day of the first academic year of your course?; **or**

Are you an EU national and you have been living in:

- the UK and Islands

for the three years prior to the first day of the first academic year of your course?

☐ **No** – go to **5.9**

☐ **Yes** – Please provide your:

Expiry date for pre-settled status

Day

Month

Year

-

-

now go to **5.28**

Section 5 Student's nationality and residency details (continued)

- 5.7** Are you the child of a Swiss national and both you and your parent/step-parent have been granted a status under the EU Settlement Scheme?

☐ **No** – go to **5.8**

☐ **Yes** – Have you been ordinarily resident in the UK, EEA, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

☐ **No** – go to **5.8**

☐ **Yes** – Please provide your:
Expiry date for pre-settled status
- if applicable

Day	Month	Year

Please provide your parent or step-parent's:
Expiry date for pre-settled status
- if applicable

Day	Month	Year

now go to **5.29**

- 5.8** Are you a non-UK or non-Irish family member of:
- an Irish citizen; or
 - a Person of Northern Ireland?

☐ **No** – go to **5.9**

☐ **Yes** – Have you been ordinarily resident in the UK, EEA, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

☐ **No** – go to **5.9**

☐ **Yes** – Please provide your:
Expiry date for Pre-settled status

Day	Month	Year

now go to **5.29**

Section 5 Student's nationality and residency details (continued)

- 5.9** Are you an EEA or Swiss national who is working, has worked or is looking for work in the UK, or a family member of such a person?

If you are the family member of the worker, you must be the:

- husband, wife, civil partner; or
- child, step-child; or
- parent, step-parent or other ascending or descending line family member (only applicable to EEA worker family members) of the worker.

*If you or a family member are a Frontier worker, check the notes

- 5.9a** I am working, have worked or am looking for work

(If you need additional space for your answer, please see page 40)

☐ **No** – go to **5.10**

☐ **Yes** – Have you been ordinarily resident in the UK, EEA, Switzerland, and Gibraltar for the three years prior to the first day of the first academic year of your course?



☐ **No** – go to **5.10**

☐ **Yes** – Is the person who is working, has worked or is looking for work in the UK:



☐ **You** – go to **5.9a**

☐ **Your family member** – go to **5.9b**

Provide details – you should also provide details of your previous study.

If you are currently working will you continue to work during your studies? If yes give details.

Expiry date for pre-settled status - if applicable

Day Month Year
 - -

now go to **5.28**

Section 5 Student's nationality and residency details (continued)

5.9b My family member is working, has worked or is looking for work and I am their:

(If you need additional space for your answer, please see page 40)

- ☐ husband/wife/civil partner
- ☐ child or step-child
- ☐ parent(s)/step-parent(s) or other ascending or
-  descending line family member (only applicable to EEA worker family members)

Provide details of their employment

If they are currently working will they continue to work during your studies? If yes, give details of employment.

Please provide **your**:

Expiry date for pre-settled status - if applicable

Day Month Year
 - -

Please provide **your family member's**:

Status expiry - if applicable

Day Month Year
 - -

now go to **5.29**

5.10 Do you have settled status in the UK?

By settled status we mean:

- you are a British citizen; or
- you have been granted indefinite leave to enter or remain; or
- you have a right of abode in the UK.

• If you or your parent/step-parent have been granted indefinite leave to enter or remain in the UK as the victim of domestic violence or abuse, tick 'No' here and go to question 5.21

• If you or your parent/step-parent have been granted indefinite leave to remain in the UK as a person who has been a bereaved partner, tick 'No' here and go to question 5.22.

☐ **No** – go to **5.11**

☐ **Yes** – Provide your:



Date granted status

Day Month Year
 - -

Have you been ordinarily resident in the UK and Islands for three years prior to the first day of the first academic year of your course?

☐ **No** – you need to send supporting documents. Please check “Break in residency” on page 7 of the notes, then go to **5.28**

☐ **Yes** – go to **5.28**

Section 5 Student's nationality and residency details (continued)

5.11 Are you the family member of an EEA or Swiss national who entered the UK before 31 December 2020, and you joined them after this date?

☐ **No** – go to **5.12**

☐ **Yes** – do they have settled/pre-settled status?

☐ **No** – go to **5.12**

☐ **Yes** – Have you made an application to the EU Settlement Scheme?

☐ **No** – go to **5.12**

☐ **Yes** – please provide your:

e Expiry date for pre-settled status - if applicable

Day Month Year

- -

Please provide your family member's:

Expiry date for pre-settled status - if applicable

Day Month Year

- -

now go to **5.29**

5.12 Have you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

been granted Discretionary Leave to Remain in the UK as a result of a failed asylum application?

☐ **No** – go to **5.13**

☐ **Yes** – I have been granted Discretionary leave

e Date latest status granted

Day Month Year

- -

Date this status is due to expire

Day Month Year

- -

now go to **5.30**

☐ **Yes** – my family member has been granted Discretionary leave

e Date latest status granted

Day Month Year

- -

Date this status is due to expire

Day Month Year

- -

now go to **5.31**

Section 5 Student's nationality and residency details (continued)

5.13 Have you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

been granted Discretionary Leave to Remain in the UK and no application for asylum has been made?

☐ **No** – go to **5.14**

☐ **Yes** – I have been granted Discretionary leave

e

Date latest status granted

Day Month Year

- -

Date this status is due to expire

Day Month Year

- -

now go to **5.30**

☐ **Yes** – my family member has been granted Discretionary leave

e

Date latest status granted

Day Month Year

- -

Date this status is due to expire

Day Month Year

- -

now go to **5.31**

5.14 Have you or your:

- husband, wife, civil partner; or
- parent(s), step-parent

been granted leave to remain as a Stateless Person?

☐ **No** – go to **5.15**

☐ **Yes** – I have been granted leave to remain as a Stateless Person

e

Date latest status granted

Day Month Year

- -

Date this status is due to expire

Day Month Year

- -

now go to **5.30**

☐ **Yes** – my family member has been granted leave to remain as a Stateless Person

e

Date latest status granted

Day Month Year

- -

Date this status is due to expire

Day Month Year

- -

now go to **5.31**

Section 5 Student's nationality and residency details (continued)

- 5.15** Have you or your:
- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted leave to enter or remain under a Ukraine Scheme?

By Ukraine Scheme we mean:

- the Ukraine Family Scheme;
- the Homes for Ukraine Sponsorship Scheme;
- the Ukraine Extension Scheme; or
- the Ukraine Permission Extension Scheme

☐ **No** – go to **5.16**

☐ **Yes** – I have been granted leave under a Ukraine Scheme

Date latest status granted

Day Month Year

- -

Date this status is due to expire

Day Month Year

- -

now go to 5.30

☐ **Yes** – My family member has been granted leave under a Ukraine Scheme. My family member is my:

☐ husband/wife/civil partner

☐ parent or step-parent

Date latest status granted

Day Month Year

- -

Date this status is due to expire

Day Month Year

- -

now go to 5.31

Section 5 Student's nationality and residency details (continued)

5.16 Have you or your:

- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted Refugee Status?

☐

No – go to **5.17**

☐

Yes – I have been granted refugee status in the UK



Date latest status granted

Day Month Year
[] [] - [] [] - [] [] [] []

Date this status is due to expire

Day Month Year
[] [] - [] [] - [] [] [] []

now go to 5.30

☐

Yes – my family member has been granted refugee status in the UK

Date latest status granted

Day Month Year
[] [] - [] [] - [] [] [] []

Date this status is due to expire

Day Month Year
[] [] - [] [] - [] [] [] []

now go to 5.31

5.17 Have you or your:

- husband, wife, civil partner; or
 - parent(s), step-parent
- been granted Humanitarian Protection?

☐

No – go to **5.18**

☐

Yes – I have been granted Humanitarian Protection



Date latest status granted

Day Month Year
[] [] - [] [] - [] [] [] []

Date this status is due to expire

Day Month Year
[] [] - [] [] - [] [] [] []

now go to 5.30

☐

Yes – my family member has been granted Humanitarian Protection

Date latest status granted

Day Month Year
[] [] - [] [] - [] [] [] []

Date this status is due to expire

Day Month Year
[] [] - [] [] - [] [] [] []

now go to 5.31

Section 5 Student's nationality and residency details (continued)

5.18 Are you the child of a Turkish Worker who is working in the UK?

☐ **No** – go to **5.19**

☐ **Yes** – has your Turkish worker parent/step-parent been granted extended leave to remain in the UK after 31 December 2020 by the Home Office?

☐ **No** – go to **5.19**

☐ **Yes** – Were you and your Turkish worker parent/ step-parent living in the UK by the 31st of December 2020?

☐ **No** – go to **5.19**

☐ **Yes** – Have you been ordinarily resident in the UK, EEA, Turkey, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

☐ **No** – go to **5.19**

☐ **Yes** – go to **5.29**

5.19 Have you been granted leave to remain in the UK under section 67 of the Immigration Act 2016, or have you been granted leave in line as the dependent child of someone who has?

☐ **No** – go to **5.20**

☐ **Yes** – Provide your:

☐ **e** Date status granted

Day Month Year

- -

Date this status is due to expire

Day Month Year

- -

now go to **5.30**

Section 5 Student's nationality and residency details (continued)

- 5.20** Have you been granted Calais leave in the UK, or have you been granted leave in line as the dependent child of someone who has?

☐ **No** – go to **5.21**

☐ **Yes** – Provide your:

e Date status granted

Day	Month	Year

Date this status is due to expire

Day	Month	Year

now go to **5.30**

- 5.21** Have you or your parent/step-parent been granted indefinite leave to enter or remain in the UK as the victim of domestic violence or abuse?

☐ **No** – go to **5.22**

☐ **Yes** – I have been granted indefinite leave to enter or remain in the UK as a victim of domestic violence or abuse

e Date latest status granted

Day	Month	Year

now go to **5.30**

☐ **Yes** – my parent/step-parent has been granted indefinite leave to enter or remain in the UK as a victim of domestic violence or abuse

e Date latest status granted

Day	Month	Year

now go to **5.31**

Section 5 Student's nationality and residency details (continued)

5.22 Have you or your parent/step-parent been granted indefinite leave to remain in the UK as a person who has been a bereaved partner?

☐ **No** – go to **5.23**

☐ **Yes** – I have been granted indefinite leave to enter or remain as a person who has been a bereaved partner
 Date latest status granted
Day Month Year
 - -
now go to 5.30

☐ **Yes** – my parent/step-parent has been granted indefinite leave to enter or remain as a person who has been a bereaved partner
 Date latest status granted
Day Month Year
 - -
now go to 5.31

5.23 On the first day of the first academic year of your course will you be under 18 and will you have been living in the UK and Islands for seven years?

☐ **No** – go to **5.24**

☐ **Yes** – you need to send supporting documents.
Read the notes to see what you need to send and then go to **5.25**

5.24 On the first day of the first academic year of your course will you be over 18 and will you have lived in the UK for at least 20 years, or at least half of your life?

☐ **No** – go to **5.26**

☐ **Yes** – you need to send supporting documents.
Read the notes to see what you need to send and then go to **5.25**

Section 5 Student's nationality and residency details (continued)

- 5.25** For the three years before the first day of the first academic year of your course, have you had a form of limited, discretionary or other temporary leave to enter or remain in the UK?

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

In the three years prior to the start of the first academic year of your course, did you live outside the UK and Islands at any time?

☐ **No** – you may still be able to get student finance, see notes for more information.

☐ **Yes** - Date this status is due to expire

Day Month Year
 - -

☐ Biometric residence card

☐ Biometric residence permit

☐ Passport

☐ National identity card

☐ **No** - [go to section 7](#)

☐ **Yes** - [go to 6.2](#)

Section 5 Student's nationality and residency details (continued)

5.26 Are you:

- an EU national; or
- the family member of an EU national; or
- the family member of a UK national who is resident in Gibraltar?

☐ **No** – go to **5.27**

☐ **Yes** – have you been ordinarily resident in the UK, EEA, Switzerland and Gibraltar for the three years prior to the first day of the first academic year of your course?

e

☐ **No** – go to **5.27**

☐ **Yes** – Have you been awarded resident status in Gibraltar under the Withdrawal Agreement by the Government of Gibraltar?

☐ **No** – go to **5.27**

☐ **Yes** – go to **5.28**

5.27 Tick the box which applies to you

☐ **I have answered 'Yes' to at least one question in this section.**
You need to go back to the question you answered 'Yes' to and follow the instruction given there.

☐ **I have answered 'No' to all the questions in this section.**
If you think you may be eligible but have answered 'No' to all the questions, please contact our helpline on **0300 200 7089**.



Section 5 Student’s nationality and residency details (continued)

Part B

5.28 Provide details for yourself

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

- ☐ Biometric residence card
- ☐ Biometric residence permit
- ☐ Passport
- ☐ National identity card

you need to provide your address history - go to 6.1

5.29 Provide details for yourself and your family member

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

- ☐ Biometric residence card
- ☐ Biometric residence permit
- ☐ Passport
- ☐ National identity card

Section 5 Student's nationality and residency details (continued)

What proof of identity does your family member have?

If you are providing family members details you acknowledge that you must inform them. We will verify their details with the Home Office to confirm your identity, nationality and residency.

Give these details exactly as they are on your family member's proof of identity

Given names

Family names

Date of birth

Document number

Nationality on the proof of identity

- ☐ Biometric residence card
- ☐ Biometric residence permit
- ☐ Passport
- ☐ National identity card

Day Month Year

		-			-			
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you need to provide your address history - go to 6.1

5.30 Provide details for yourself

What proof of identity do you have?

We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

- ☐ Biometric residence card
- ☐ Biometric residence permit
- ☐ Passport
- ☐ National identity card

Have you lived outside the UK and Islands since your latest status was granted?

- ☐ No - **go to section 7**
- ☐ Yes - **go to 6.2**



Section 5 Student’s nationality and residency details (continued)

5.31 Provide details for yourself and your family member

What proof of identity do you have?
We will verify your details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your proof of identity

Given names

Family names

Document number

Nationality on your proof of identity

- ☐ Biometric residence card
- ☐ Biometric residence permit
- ☐ Passport
- ☐ National identity card

What proof of identity does your family member have?
If you are providing family members details you acknowledge that you must inform them. We will verify their details with the Home Office to confirm your identity, nationality, and residency.

Give these details exactly as they are on your family member’s proof of identity

Given names

Family names

Date of birth

Document number

Nationality on the proof of identity

- ☐ Biometric residence card
- ☐ Biometric residence permit
- ☐ Passport
- ☐ National identity card

Day Month Year

Have you lived outside the UK and Islands since your latest status was granted?

- ☐ No - go to section 7
- ☐ Yes - go to 6.2

Section 6 Student's residence history

6.1 Tell us your address details for the last three years before the start of the first academic year of your course.

For example – if your course starts in September 2026, we need to know where you lived between 01/09/2023 and 01/09/2026. There should be no gap in the dates you give us.

Now go to **Section 7**

(If you need additional space for your answer, please see page 40)

Home address

Postcode

From

Day

Month

Year

To

Day

Month

Year

Why were you there?

Home address

Postcode

From

Day

Month

Year

To

Day

Month

Year

Why were you there?

Section 6 Student’s residence history (continued)

6.2 Give details of your residency from the date you received your last status from the Home Office to the first day of the first academic year of your course.

You only need to provide up to a maximum of 3 years information. There should be no gaps in the dates you give us.

Now go to **Section 7**

(If you need additional space for your answer, please see page 40)

Home address

Postcode

From

Day

Month

Year

To

Day

Month

Year

Why were you there?

Home address

Postcode

From

Day

Month

Year

To

Day

Month

Year

Why were you there?

Section 7 Student's independence details

7.1 Tick one of the following statements that apply to you and follow the instructions.

- ☐ I have lived under the care of the Department of Health or foster parent(s) throughout any three-month period ending on or after I reached the age of 16 and before 1 September 2026 – go to **7.3**
- ☐ I receive Income Support, income-related Employment and Support Allowance, or Universal Credit in my own name – go to **7.3**
- ☐ I am responsible for a child – go to **7.3**
- ☐ None of the above – go to **7.2**

7.2 Do you live apart from your parent(s)/ guardian(s)?



- ☐ No – you are a **dependent** student.
Your parent(s) or guardian(s) need(s) to complete Section 8.
- ☐ Yes – you are an **independent** student.
You (and your partner, if applicable) need to complete Section 8.

7.3 **You are an independent student.**



You need to send supporting documents to prove the statement ticked. Read the notes to see what you need to send, then **go to Section 11**.

Section 8 Financial details

Part A

What details do I need to provide?

- your personal details, such as your name and address;
- your National Insurance (NI) number (if you have one);
- details of any income from the UK or overseas for tax year 2024-25 that HM Revenue and Customs (HMRC) doesn't know about;
- details of any pension payments you made for the tax year 2024-25.

Who completes this section?

Question 7.2 indicated who needs to complete this section for your application.

How to complete this section

If you are a single parent/guardian of the student

Enter your information as Person 1, leave Person 2 blank.

If there are two parents/guardians in the student's household

Complete this section with information for both Person 1 and Person 2.

If you're an independent student with a partner

Enter your information as Person 1, your partner needs to enter their information as Person 2.

If you're an independent student without a partner

Enter your information as Person 1, leave Person 2 blank.

Data Sharing

We will share and check the details you give us with HM Revenue & Customs, allowing us to gain the most accurate information possible. This can only be done if you have a valid National Insurance (NI) number. This information will be used to work out if the student is eligible to get EMA based on household income. To find out more about how your information is used and why, make sure you read our Information Usage Summary on page 3 of the accompanying notes.

8.1 Personal details

Person 1

Relationship to student (if you're the student, write N/A)

Forename

Surname

Date of birth

Day

Month

Year

go to Part B

Person 2

Relationship to student

Forename

Surname

Date of birth

Day

Month

Year

go to Part B

Section 8 Financial details (continued)

Part B

Data sharing and you

If you have a National Insurance (NI) number you must provide it below. We will use your NI number to check your income for the 2024-25 tax year with HM Revenue & Customs. This allows us to gain the most accurate financial information.

If you do not have an NI number then we will need full evidence of your financial details for the 2024-25 tax year.

Do I need to send any evidence of financial details with this application?

No, you don't need to send any evidence of your financial details now, but we may write out to request this at a later date.

What if my income has dropped since 2024-25?



If your household income has permanently changed since tax year **2024-25**, refer to page 21 of the notes for more information.

8.2a Do you have an NI number

Person 1

Tax year 2024-25

☐

No - go to **8.7**

☐

Yes

Person 2

Tax year 2024-25

☐

No - go to **8.7**

☐

Yes

8.2b Provide NI number

go to **8.3**

go to **8.3**

8.3 Did you complete a self assessment tax return in the UK for the 2024-25 tax year

Tax year 2024-25

☐

No - go to **8.6**

☐

Yes - go to **8.4**

Tax year 2024-25

☐

No - go to **8.6**

☐

Yes - go to **8.4**

8.4 Did you receive any UK income that was under a tax threshold?

Tax year 2024-25

☐

No - go to **8.5**

☐

Yes – go to **Part C**

Tax year 2024-25

☐

No - go to **8.5**

☐

Yes – go to **Part C**

8.5 Did you receive any income in tax year 2024-25 from overseas or the Republic of Ireland that wasn't declared to HMRC?

Tax year 2024-25

☐

No - go to **Part E**

☐

Yes – go to **Part D**

Tax year 2024-25

☐

No - go to **Part E**

☐

Yes – go to **Part D**

8.6 HMRC will tell us any income you received in the UK from employment, benefits and/or pensions. Did you receive any other income?

Tax year 2024-25

☐

No - go to **Part E**

☐

Yes – go to **Part C**

Tax year 2024-25

☐

No - go to **Part E**

☐

Yes – go to **Part C**

Section 8 Financial details (continued)

8.7 Did you have any income during the 2024-25 tax year?

Tax year 2024-25

☐

No - go to **Part E**

☐

Yes – go to **Part C**

Tax year 2024-25

☐

No - go to **Part E**

☐

Yes – go to **Part C**

Part C

Other income for tax year 2024-25

Instructions

- Please give your financial details for the tax year from **6 April 2024 to 5 April 2025**.
- Answer 'Yes' or 'No' to question **8.8**, if you answer 'Yes' please provide the income amount.
- If you answer 'No' to question **8.8**, this means you are telling us that you did not receive any income from that particular income type in tax year 2024-25.

8.8



Did you receive any income in the UK that HMRC doesn't know about?

a Total income from savings and investments

Only tell us about the amount of interest/income you gained from savings and investments during the tax year, not the actual amount of savings or invested sums you had.

£

b Total income from property lettings, land or rent

This includes the Rent a Room Scheme.

£

c Total income from casual or freelance earning(s)

This includes any supplementary sources of income.

£

8.9

Did you receive any income from overseas or the Republic of Ireland that you haven't already told HMRC about?

Tax year 2024-25

☐

No - go to **Part E**

☐

Yes – go to **Part D**

Person 2

Tax year 2024-25

☐

No – go to **8.9**

☐

Yes – give details

£

£

£

Tax year 2024-25

☐

No - go to **Part E**

☐

Yes – go to **Part D**

Section 8 Financial details (continued)

Part D

Income from overseas or the Republic of Ireland in tax year 2024-25

Instructions

- Please give your financial details for the tax year from **6 April 2024 to 5 April 2025**.
- You can enter your income in the currency it was gained.



You will need to send us evidence of any income declared in this section as HMRC are unaware of it. If you have already informed HMRC of this income, you should not state it here.

8.10



Did you receive any income from overseas or the Republic of Ireland from the following sources

a

Income from employment or self-employment.

b

Income from taxable state benefits

c

Income from occupational, private pension(s)

If you received a lump sum pension, only declare the amount that you paid tax on.

d

Any other income

Examples of this includes income from:

- savings and investments;
- property lettings, land or rent; or
- casual freelance earnings.

This is not an exhaustive list, you may have other income.

e

Total income from overseas or the Republic of Ireland

Please total the amounts declared in questions a to d to provide an overall amount.

Person 1

Tax year 2024-25

☐

No – go to **Part E**

☐

Yes – give details

Person 2

Tax year 2024-25

☐

No – go to **Part E**

☐

Yes – give details

8.11

If your income in **8.10** was not paid in pounds sterling, what currency was this paid in?

Tax year 2024-25

Tax year 2024-25

Section 8 Financial details (continued)

Part E Income deductions

Instructions

- Please give your financial details for the tax year from **6 April 2024 to 5 April 2025**.
- Answer 'Yes' or 'No' to questions **8.12** and **8.13**, if you answer 'Yes' please provide the income amount.
- Some workplace pensions are called 'occupational', 'works', 'company' or 'work-based' pensions, we do not need to know about these.
- Any deductions declared in this section will reduce your household income figure when calculating the student(s) entitlement (as long as evidence is provided).

8.12  Did you pay any private pension contributions?	Person 1 Tax year 2024-25 ☐ No – go to 8.13 ☐ Yes – give details £	Person 2 Tax year 2024-25 ☐ No – go to 8.13 ☐ Yes – give details £
	Total amount you paid	
8.13 Did you pay any Additional Voluntary Contributions (AVCs)?	Person 1 Tax year 2024-25 ☐ No – go to Section 9 ☐ Yes – give details £	Person 2 Tax year 2024-25 ☐ No – go to Section 9 ☐ Yes – give details £
	Total amount you paid	

Section 9 Student's family details

9.1 Is your total household income £20,500 or less per year?

- ☐ **No** – go to **9.2**
- ☐ **Yes** – go to **Section 10**

9.2 Is your household income £22,500 or less per year?

- ☐ **No** – the applicant is not eligible for this allowance.
 Do not continue with this application.
- ☐ **Yes** – are there any other young people in your household who are:
- under the age of 16 and qualify for Child Benefit
- or**
- aged 16, 17, 18, 19 or 20 on 1 September 2026, are in full-time further education and qualify for Child Benefit?
- ☐ **No** – the applicant is not eligible for this allowance. Do not continue with this application.

- ☐ **Yes** – go to **9.3**

9.3 Give details of any young people in your household who are:

- under the age of 16 and qualify for Child Benefit

or

- aged 16, 17, 18, 19 or 20 on 1 September 2026, in full-time further education and qualify for Child Benefit

 You need to send evidence for each young person you state. Read the notes to see what you need to send.

(If you need additional space for your answer, please see page 40)

Full name

Date of birth

Day		Month		Year			
		-			-		

Full name

Date of birth

Day		Month		Year			
		-			-		

Full name

Date of birth

Day		Month		Year			
		-			-		

Section 10 Parent(s)/guardian(s)/partner agreement

How to complete this section

If you are a single parent/guardian of the student

Read and understand the agreement below then sign and date as Person 1, leave Person 2 blank.

If there are two parents/guardians in the student's household

Read and understand the agreement below then sign and date both Person 1 and Person 2.

If you're an independent student with a partner

The partner needs to read and understand the agreement below then sign and date as Person 2, leave Person 1 blank.

If you're an independent student without a partner

Don't complete this section – you've already signed your agreement in **Section 1**, continue on to **Section 11**.

Parent/Guardian/Partner Agreement

By signing this agreement you are confirming that:

- the information you have given on this form is correct and complete to the best of your knowledge and belief;
- you understand that any attempt to dishonestly obtain EMA shall be treated as fraud and will be subject to disciplinary procedures involving the Police Service of Northern Ireland (PSNI); and
- you have read and understood these statements.

Person 1

Full name (in BLOCK CAPITALS)

Signature

Today's date

Day			Month			Year			
		-			-				

Person 2

Full name (in BLOCK CAPITALS)

Signature

Today's date

Day			Month			Year			
		-			-				



Now pass this form back to the student

Section 11 Finalising your application



This must be completed by the student

11.1 Have you signed and dated your agreement in **Section 1**?

- ☐ **No** – you must sign the agreement, we can't process your application without it.
- ☐ **Yes**

11.2 Have you answered all the questions that apply to you?

- ☐ **No** – if you don't complete a section or question you've been asked to, this could delay your EMA payments.
- ☐ **Yes**

11.3 Did your parent(s)/guardian(s) or your partner complete **Sections 8, 9 and 10**?
Remember – **Section 7** told you if you needed to do this or not.

- ☐ **No** – if you have been instructed that these sections are to be completed, and you forget to do this, it will delay any EMA payments you could get.
- ☐ **Yes**

11.4 Have you included **all** the evidence we've asked for?

All students need to send evidence of their identity and home address for **Sections 2 and 5**.
Some students will also need to send evidence of their independence details for **Section 7**.
Your parent(s)/guardian(s) or your partner will need to send evidence of any young people they mentioned in **Section 9**.
Use the notes to check you've included the right evidence for each section.

- ☐ **No** – if there's some supporting evidence you can't give us right now, you can send your application back without it.
This means we can make a start on your application and we'll contact you for the evidence later but we won't be able to confirm if you can get EMA payments until you've sent all your evidence.
- ☐ **Yes** – read the '3 things to remember' information before returning your application form.



Additional notes

If you are providing extra information please clearly mark what section and question the information is about.



Additional notes

If you are providing extra information please clearly mark what section and question the information is about.



Additional notes

If you are providing extra information please clearly mark what section and question the information is about.

3 things to remember

1

Get paid on time!

Send us your completed application form as soon as you can and as far in advance of your course start date as possible so that there is plenty of time for us to contact you to finalise your EMA application before you start your studies.

Don't worry if you don't have all your supporting documentation right now, still send us your completed form so we can start to process it. Just send in your evidence as soon as you can after this in order to avoid any delay.

Make sure you send us your completed application form with all appropriate evidence by 31 July 2026 at the latest if you want to have your EMA application assessed and ready for the start of your course.

2

Check the postage

Make sure that you've included all evidence with your completed application, had it weighed and paid the correct postage costs.

Remember to ask for proof of postage!

3

Send the form

Return your completed form and supporting evidence to the address below:

**EMA Customer Services
PO Box 5591
Glasgow
G52 9BJ**

Please use this address to send us your application and evidence. Returning these to any other address may result in delays with your application.

Confidential Equal opportunities questionnaire

Please read the Equal Opportunities Monitoring information note on page 44 before completing this questionnaire. Tick all the boxes that apply to you.

Your answers are voluntary and will not affect your application for student finance.

A What is your religious affiliation?

- ☐ I am a member of the Protestant Community
- ☐ I am a member of the Catholic Community
- ☐ I am a member of neither the Protestant nor Catholic Community

B What is your gender?

- ☐ Male
- ☐ Female
- ☐ Transgender
- ☐ Other

C Which of the following best describes your sexual orientation?

- ☐ Heterosexual/Straight
- ☐ Gay
- ☐ Prefer to self-describe – give details below
- ☐ Bisexual
- ☐ Lesbian
- ☐ Prefer not to say

D What is your marital status?

- ☐ Single
- ☐ Separated
- ☐ Widowed
- ☐ Other – give details below
- ☐ Married
- ☐ Divorced
- ☐ Cohabiting

E What is your carer status?

- ☐ No caring responsibilities
- ☐ Care for other relative
- ☐ Care for own children
- ☐ Other – give details below

F Do you consider yourself to have/have had a disability?

- ☐ No
- ☐ Yes – give details below

Confidential Equal opportunities questionnaire

G What is your ethnic origin?

☐ Chinese	☐ Irish Traveller
☐ Black/African Caribbean	☐ Indian
☐ Pakistani	☐ White
☐ Asian other – give details below	
☐ Other – give details below	

H How old are you?

☐ 16	☐ 17	☐ 18	☐ 19
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Equal Opportunities Monitoring

Under Section 75 of the Northern Ireland Act (1998), the Department for the Economy shall, in carrying out all their functions, powers and duties, have due regard to the need to promote equality of opportunity

- (a) between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- (b) between men and women generally;
- (c) between persons with a disability and persons without; and
- (d) between persons with dependants and persons without.

In order to monitor the uptake of services provided by the Department for the Economy and the impact of policies, applicants are requested to provide information in relation to the above categories.

Access to Section 75 monitoring information will be strictly controlled and will not be available to those considering your application. Monitoring will involve the use of statistical summaries of information in which the identities of individuals will not appear. This information will not be available for any purposes other than for Section 75 monitoring.