

International Students' Information Sheet

Opening a Bank Account and Requesting a Bank Letter University of Essex, Colchester Campus

Documents required to make an application for a UK bank account

All banks will need proof of your identity, your passport or if you are from the EEA (European Economic Area) your passport or national identity card (please be aware that some ID cards are not acceptable).

If you are from outside the EEA you will need a valid visa/immigration document. If you were issued with an Entry Clearance sticker that was valid for 30 days, you must collect your BRP before you can open a bank account.

All documentation must be in exactly the same name as it appears on your passport or national identity card.

Please note that all UK banks are regulated by the Financial Conduct Authority (FCA) and must operate in accordance with their requirements and those of the Joint Money Laundering Steering Group. Banks have their own policies and procedures for opening accounts and will carry out checks to decide which type of account you are eligible to open.

Banks with branches at the Colchester Campus

Santander

Proof of Immigration status: You must have a valid Entry Clearance vignette in your passport and/or a valid Biometric Residence Permit (BRP).

Proof of your student status:

If you have already registered with the University it will depend on which account you choose:

- Basic Account (no fee) – A bank letter from the University (see page 2).
- International Student Account (monthly fee) - Your University of Essex registration card.

Before you register for your course you will need the following:

- Postgraduate students will need their letter of confirmation from the University which is available to download from your MyEssex portal.
- Undergraduate students will need their UCAS letter AS12 or a bank letter from the University.
- All other students will need a letter of confirmation or bank letter from the University (see page 2).

Lloyds TSB

Proof of your Immigration status: Your visa must be valid for more than 6 months from the date you apply to open the account. It will either be an Entry Clearance vignette in your passport and/or a Biometric Residence Permit (BRP).

Proof of your student status: All students will need a bank letter from the University (see page 2).

Other Banks

For banks in the town you will usually require a bank letter from the University (see page 2).

How and where to request a bank letter from us

If required by the bank, the University can produce a bank letter that contains information about you, your course and your addresses. The bank will check your nationality and residence using other documents such as passport, visa and credit checks.

Edge Hotel School students should request a bank letter from the Administration Office at Wivenhoe House.

If you have already registered for your course

You can request a bank letter online <https://www.essex.ac.uk/studentdocs/>. Our Student Information Team will email your @essex address when it's ready to collect from the Student Services Hub, Silberrad Student Centre (don't forget your registration card) or;

You can request a bank letter in person at the Student Services Hub, Silberrad Student Centre; you'll need your registration card. Please be aware that during busy periods you may have to queue.

If you are starting a new course

You'll be able to request a bank letter in person at your registration event.

If your course starts in October 2017

Date Requesting Letter	If you are - starting a new course
25 September – 2 October 2017 (we are not able to produce letters prior to this date)	If you're not registered yet: UG – UG Admissions office, room 5S.7.30 PG – Graduate Admissions office, room 5N.7.16 9:00 – 16:30
3 – 6 October 2017 (Welcome Week)	Documents Desk, Sports Hall 9:00 – 16:30
9 – 20 October 2017 (Late Registration)	Lakeview Room, 2 nd Floor, Silberrad Student Centre 10:00 – 16:00

New students who haven't completed their University registration will only be able to request the letter in person by visiting the relevant office.

If you've already registered, see the information for registered students above.

What you will need to request a bank letter:

Firstly, you will need to have decided which bank you'd like to open an account with. We will need:

- The name and address of the bank** you want to open the account with and;
- If you have registered** for your main course, your University of Essex registration card or;
If you haven't registered yet, your:
 - current passport or, for EEA nationals national identity card and;
 - valid visa*
 - overseas home address details and;
 - University accommodation allocation letter or private accommodation tenancy agreement and;
 - offer letter (you must have firmly accepted your offer).

***Valid visa:** this will either be your Biometric Residence Permit (BRP) or Entry Clearance Vignette (if it is valid for longer than 30 days).

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