

International Students' Information Sheet

Opening a Bank Account and Requesting a Bank Letter

University of Essex, Southend Campus

Documents required to open a UK bank account

All banks will need proof of your identity, immigration status, and depending on the bank, your student status.

- proof of your identity and immigration status

EEA (European Economic Area) nationals should use their passport or national identity card (please be aware that some ID cards will not be acceptable).

If you're a non-EEA national, you will need a valid Biometric Residence Permit*

- proof of your student status

Depending on the bank and account, documentation required will vary slightly. However, it is likely that you will be asked for some or all of the following documentation:

- a bank letter from the University (please see how to request this letter on page 2) and/or;
- your letter of confirmation from the University (if you have not yet registered) and/or;
- your University of Essex registration card (if you have registered)

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 the University is not able to influence a bank to open an account for a student.

*If you were issued with a 30 day entry clearance vignette, you will need to pick up your BRP from the Post Office stated on your Home Office decision letter, before you can open a bank account.

How and where to request a bank letter from us

A bank letter is a letter of introduction to banking services and must contain certain information about you and your course. The University can produce bank letters for eligible students. The letter must be addressed to a specific bank so **you will need to choose which bank you would like to open an account with before requesting one.**

Bank letters can be requested and collected from the Student Services Hub counter on the second floor of The Forum.

What you will need to request and collect a bank letter:

1. **The name and address of the bank** you'd like to open an account with
2. **Non-EEA nationals must have a valid visa.** This will be your Biometric Residence Permit (BRP)*
3. **If you have registered** for your main course, your University of Essex registration card, or:
If you have not yet completed your registration with us, your:
 - Current passport or, for EEA nationals a national identity card and;
 - Overseas home address details and;
 - University accommodation allocation letter (or private accommodation tenancy agreement) and;
 - Offer letter (you must have firmly accepted your offer).

*If you were issued with a 30 day entry clearance vignette, you will need to pick up your BRP from the Post Office stated on your Home Office decision letter, before you can request or collect a bank letter or open a bank account.

How to request a bank letter:

If you have registered please order your bank letter online using the [Student Documentation Ordering System](#)

If you require your letter before you have registered, you must apply in person and have firmly accepted your offer. You will need to take the documents specified above to the Student Services Hub counter on the second floor of The Forum in order to request a bank letter. Please note that this letter ***normally takes three working days to produce.***

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