

Evidence requirements

Item	When required	Original	Photocopy	Digitally uploaded	
Marriage certificate	Proof of name change	x		Yes	
Civil partnership certificate		x		Yes	
Deed poll		x		Yes	
Conditional order	Proof of [new] marital status		x	Yes	
Letter from solicitor			x	Yes	
Decree absolute			x	Yes	
Final order			x	Yes	
Dissolution order			x	Yes	
Marriage certificate		x		Yes	
Civil partnership certificate		x		Yes	
Benefits statement		Income support/ESA/Universal credit		x	Yes
Tax credit award notification				x	Yes
Universal credit award notification				x	Yes
Child's birth certificate	Responsible for child	x		Yes	
Child benefit statement			x	Yes	
Confirmation of current address			x	Yes	
P60	Supporting self financially		x	Yes	
Benefits statement			x	Yes	
Letter from LA	Care leaver		x	Yes	
Letter from social worker	Estrangement		x	Yes	
Letter from Jobcentre Plus			x	Yes	
Letter from advice worker/personal tutor/teacher			x	Yes	
Death certificate(s)	Deceased parent(s)/partner	x		No	
Letter from key worker	In custody		x	Yes	
Universal Credit Award letter			x	Yes	
Income support letter			x	Yes	
3 months payslips			x	Yes	

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Letter from accountant	CYI		x	Yes		
P45			x	Yes		
Redundancy letter			x	Yes		
Letter from employer			x	Yes		
Document for public body/POA	Authorised third party		x	Yes		
Statement of student's SEN			x	Yes		
DLA letter			x	Yes		
PIP letter			x	Yes		
Non-UK passport	Personal details	x	x	Yes	Digital upload/copy	
Birth/adoption certificate		x		Yes		
Biometric Residence Permit		x	x	Yes	Digital upload/copy	
Student passport*		x		No/Yes*	*Original required if HMPO Check failed in first instance. However, if HMPO check not done then we can take copy or uploaded PP details and input them to the account - UK PP only - If non uk digital upload/copy for HODS	
Student national ID card	Nationality and residency	x	x	Yes	Digital upload/copy - EU only	
Uk national family member passport			x	No	Must still be original	
Proof of relationship		x	x	Yes	Digital upload/copy	
EEA/Swiss national parent passport/national ID card		x	x	Yes	Digital upload/copy	
Bank statement			x	Yes		
Payslip			x	Yes		
Tenancy agreement/mortgage statement			x	Yes		
Utility bill			x	Yes		
Local authority correspondence			x	Yes		
Government department correspondence			x	Yes		
A P60 or a letter from employer if currently working				x	Yes	

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Audited accounts, tax returns or details of income if self employed		x	Yes	
A letter from employer confirming the intention to continue working whilst studying		x	Yes	
P45, P60 or letter from previous employer if currently looking for work or previously worked in the UK		x	Yes	
Frontier Worker permit or equivalent evidence		x	No	
HO letter		x	No	
Permission to travel document		x	No	
Child benefit statement	Other young people		x	Yes
Child's birth certificate			x	Yes
Tax credit award notification			x	Yes
Confirmation of enrolment/award from FE institution			x	Yes