



UNIVERSITY
COLLEGE
BIRMINGHAM

FE Financial Support



EVIDENCE GUIDE

For College Students



Universal Credit
Childcare Evidence
Income Evidence

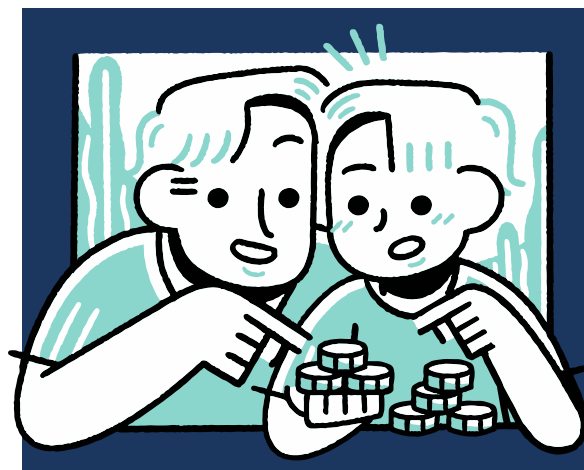


Need help with your evidence?

If you have been asked to submit evidence for a Financial Support application, this guide can help you understand what you need to submit and where to find it.

We may need to see:

- Evidence of your household income
- Evidence of children or dependents



Click on the evidence you need help with:

- 1 [How to Upload](#)
- 2 [Universal Credit Statements](#)
- 3 [Other Income Evidence](#)
- 4 [Children and Dependents](#)



How to Upload

- You may need to upload **photocopies, photos, pdf documents or screenshots.**
- Use the 'click to upload' button.
- Read the details carefully to ensure you are uploading the correct evidence.
- Click upload as many times as you need to ensure the full/all documents are provided.
- You must submit all evidence in a readable format, and **include all pages including blank pages.**
- Failure to do so will result in your bursary application being delayed.



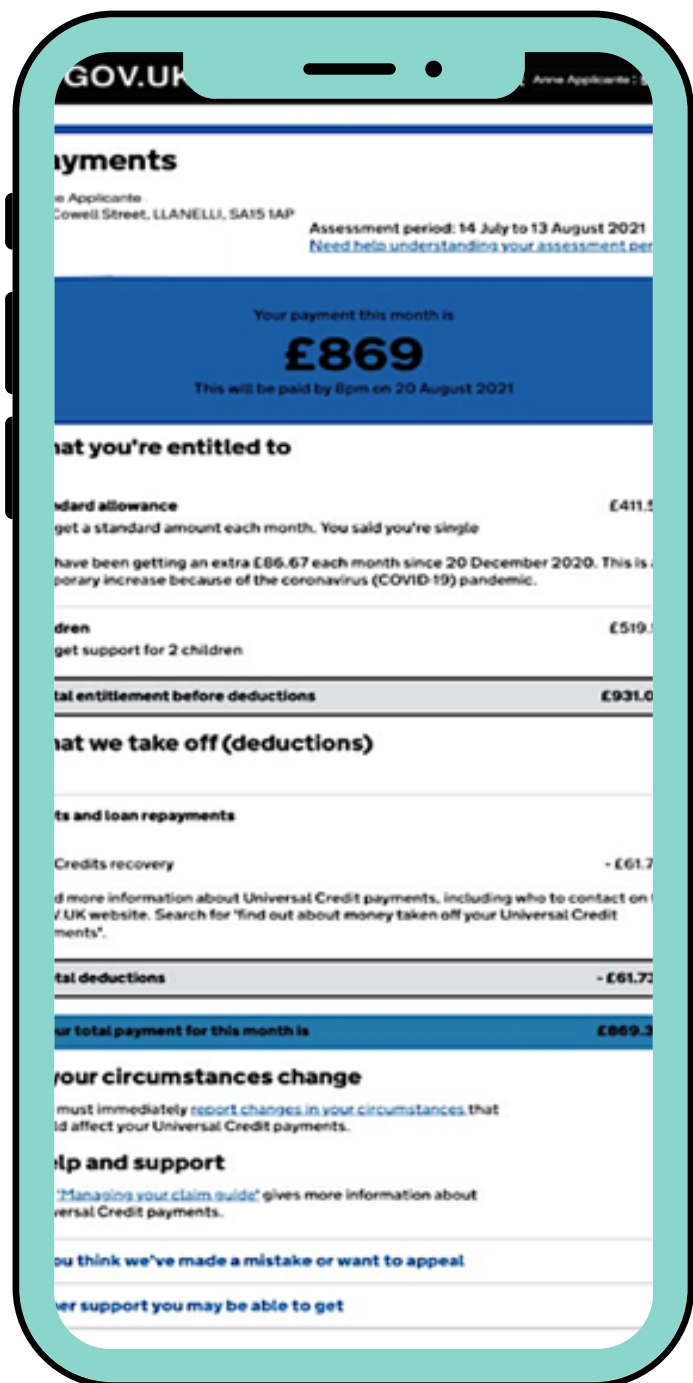
How to Screenshot

- You can take a screenshot on a computer by:
- Pressing the **Print Screen** key (Prt Scr) or
- By pressing **Shift + Windows Key**  **+ S**
- You can then paste the screenshot into a document or email with **CTRL + V**

Universal Credit Statements

If you selected Universal Credit as household income you need to upload the most recent 3 months of full statements.

A full statement looks like this:



To get this statement please follow the steps below:

1. Log in to your Universal Credit Account - [Sign in to your Universal Credit account - GOV.UK](#) (www.gov.uk).
2. Click on the Statement Summary page
3. Find your most recent statement and click on it to open it
4. Below is an example of what your statement should look like.
5. Click '**Print this statement**' and then choose the option '**Save as PDF**'.
6. Save this document to your device (computer, laptop, phone).
7. You will then be able to upload it as a pdf file – repeat these steps for your other 2 statements



Other Income Evidence

You may also need to supply the evidence below:

- **Pension/Pension Credit** (State or Private)

The award letter should be dated after 5th April 2026

We need to see all pages of the award letter

- **Tax Return for 2025/2026** (self-employed)

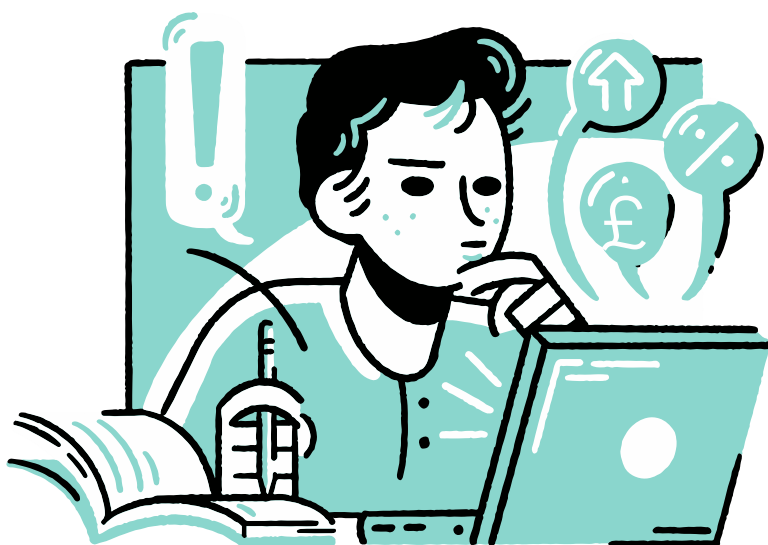
You will also need an **Accountants letter** (Stamped, signed and dated)

- **Wage slips** for the most recent 3 months

Slips will need your name and address on them

Alternatively, you can provide a **P60** from dated April 2026

In all evidence, your address needs to match the address registered on our system.





Children and Dependents

If you:

- Have children or dependents
- You require support with childcare



We will need to see evidence of your children/dependents.

You will need to upload either a **Birth Certificate** or a **Child Benefit Letter** for the child/children you need support with.

The support you receive will change depending on if you are under 20 and eligible for Care to Learn, or if you are 20+ and receive UCB childcare funding.

We will also ask you to provide information about your chosen Childcare Provider.

Please ensure you have the correct email address and phone number for your Childcare Provider.

If we are not able to contact your provider, this may risk or delay your funding.



CONTACT US



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