



Table 2b: Financial and social history documents

Document	Notes	Issue date and validity	Tick Box
Mortgage statement	UK or EEA	Issued in last 12 months	
Bank or building society statement (must be original – not a print-out from on-line banking)	UK and Channel Islands or EEA. If you do your banking electronically you will need to ask your bank for a printed statement	Issued in last 3 months	
Bank or building society account opening confirmation letter	UK	Must still be valid	
Credit card statement	UK or EEA	Issued in last 3 months	
Financial statement, eg pension or endowment	UK	Issued in last 12 months	
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months	
Council Tax statement	UK and Channel Islands	Issued in last 12 months	
Work permit or visa	UK	Valid up to expiry date	
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid	
Utility bill	UK – not mobile telephone bill	Issued in last 3 months	
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months	
Central or local government, government agency, or local council document giving entitlement, eg from the Department from Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months	
EU National ID card	-	Must still be valid	
Cards carrying the PASS accreditation logo	UK and Channel Islands	Must still be valid	
Letter from Head Teacher or College Principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided		

Please make sure that at least one of the documents shows your current address.

Failure to provide the required paperwork will mean that we will not be able to meet the rules of the Disclosure and Barring Service and therefore we will not be able to process your application.