

Uploading the correct Universal Credit evidence.



Please read through this guide on how to make sure you are uploading the correct Universal Credit evidence.

We need to see one month's Universal Credit statement to process your application. This must be the FULL breakdown of the payment details including the name and address, the payment details, including any income declared by employers and all deductions. Once you have the correct evidence please upload them to your online account. You will need to upload each image one at a time.

Link to online account [Log in.](#)

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[in.https://apply.nottinghamcollege.ac.uk/Page/U_StudentFinanceEvidence](https://apply.nottinghamcollege.ac.uk/Page/U_StudentFinanceEvidence)

Log in by clicking [here](#)

Example of the correct Universal Credit evidence



Assessment period: 13 August to 12 September 2020

Your payment this month is

£1,530

This will be paid by 8pm on 19 September 2020

What you're entitled to

Standard allowance You get a standard amount each month. You said you're in a couple	£594.04
Housing You said your rent is £341.25 per month, and you pay £129.00 in service charges.	£452.17

Housing You said your rent is £341.25 per month, and you pay £129.00 in service charges. You have 2 rent-free weeks a year, so for our calculations we adjust your rent to £328.12 and your service charges to £124.04. You will have to pay your housing to your landlord.	£452.17
Children You get support for 3 children	£752.91
Limited capability for work and work-related activity You said your health affects you at work or prevents you from working	£341.92
Total entitlement before deductions	£2,141.04

What we take off (deductions)

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Take-home pay Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.	- £432.39
Earnings reported by your employer	£978.34
The amount we'll use to work out your Universal Credit is £978.34	
The amount we'll use to work out your Universal Credit is £0.00	

The total take-home pay for neil anthony tinsley and charlotte rebecca louise norman this period is

norman this period is **£978.34**

The first £292.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 63 pence.

Advance Payments We take £67.67 off your payment to pay back your advances. Check what advances you've had and what you owe.	- £67.67
Debts and loan repayments	
Other DWP benefits recovery	- £19.54
Tax Credits recovery	- £19.54
Budgeting or crisis loan repayment	- £71.46

Call [0800 916 0647](tel:08009160647) to find out more about your debt and loan repayments.

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Total deductions	- £610.60
Your total payment for this month is	£1,530.44

If your circumstances change

You must immediately [report changes in your circumstances](#) that could affect your Universal Credit payments.

Help and support

[If you think we've made a mistake or want to appeal](#) +

[Other support you may be able to get](#) +

[Contact](#) [Privacy](#) [Cookies](#) [Accessibility](#)

We need to see the Full Universal Credit Breakdown, which is normally 4-5 screenshots. Make sure it contains your name, the payment date, any income from your employer and the total Universal Credit amount.

Example of the correct Universal Credit evidence



GOV.UK Universal Credit [Sign out](#)

Payments

Assessment period: 6 April to 5 May 2020

Your payment this month is

£409

This will be paid by 8pm on 12 May 2020

What you're entitled to

Standard allowance	£409.89
You get a standard amount each month. You said you're single	
Total entitlement before deductions	£409.89

What we take off (deductions)

Total deductions	£0.00
Your total payment for this month is	£409.89

If your circumstances change

You must immediately [report changes in your circumstances](#) that could affect your Universal Credit payments.

Help and support

[If you think we've made a mistake or want to appeal](#)

You can also send us Universal Credit statements like this, make sure it shows the full breakdown.

To send it like this, open up your recent statement, click on print and the save as a PDF.

Example of incorrect Universal Credit evidence



Home To-do list Journal

Payments

Your next statement will be ready on 21 October 2020. Check again then.

On 25 October 2020 you will be paid any money you are entitled to.

The amount you get is based on your circumstances from 19 September to 18 October 2020.

If your payment falls on a bank holiday or weekend you'll usually get it earlier.

Statements

Your statement explains your payment and how we worked it out. Select a statement from the list to view.

View statement by pay date	Amount
25 September 2020	£409.89
25 August 2020	£409.89

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Statements

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View statement by pay date	Amount
25 September 2020	£409.89
25 August 2020	£409.89
25 July 2020	£409.89
25 June 2020	£409.89

GOV.UK

Universal Credit [redacted] Sign out

BETA

This is a new service - your feedback will help us to improve it.

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Screenshots of payments (like this), the to-do list or journal is incorrect and won't be accepted.