

We may ask you to send your proof of Northern Ireland address prior to confirming the outcome decision of your Skill Up application.

****All documents should display a date of 3 months or less.**

Example of documents we are willing to accept:

• Valid UK driving license
• Recent utility bill (gas, electricity, or landline phone)
• Rates bill
• Recent credit card or bank statement
• Recent Building Society or Credit Union statement
• Tenancy agreement or mortgage statement

***Please note we only need to see the area of the document that clearly shows your address and the recognised company information.**



Prepare your documents.

You can either scan your document or take a photo of it. Upload size is limited to 20MB.

Taking a photo:

You can take a photo using either a smartphone camera or digital camera.

When you take a photo please ensure:

- The area is well lit
- The document is in focus on your camera screen
- The flash is off on your camera if you're taking a photo of a reflective document

You must save the photo as one of the following file types: PNG, JPG, JPEG

Most smartphones and digital cameras automatically save photos as one of these file types.

Scan your document

Follow the manufacturer's instructions on your scanner to scan your document.

When you create your scan make sure:

- the document is flat against the surface of the scanner
- nothing is covering the information on the document

You must save the scan as one of the following file types: PDF PNG, JPG, JPEG