

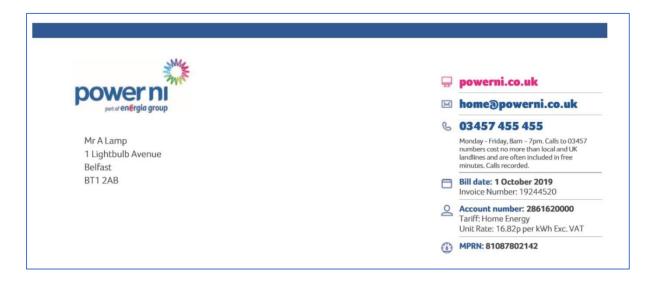
# We may ask you to send your proof of Northern Ireland address prior to confirming the outcome decision of your Skill Up application.

\*\*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

<sup>\*</sup>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