CALLYWITH COLLEGE

Student Bursary Portal – Uploading Evidence

1. **Click on the 'Click here to upload' button.**

   Your answer: Employment

   All of these evidence documents are required:

   Click here to upload your P60 from April this year or Payslips - last 3 months

2. **A new window displaying your documents will appear. Select the document you wish to upload.**

3. **When the system accepts the document, the section will be ticked, will turn green and the document will be listed.**

   Your answer: Employment

   All of these evidence documents are required:

   Click here to upload another page of your P60 from April this year or Payslips - last 3 months ✔

   📄 Parent/Carer 1 - P60.pdf 🗑

4. **If you need to upload multiple pages for one income type, click the (now green) 'Click here to upload' button and repeat steps 2 and 3.**

   Do this for as many documents as required for that income type i.e. for all pages of an award or multiple members of the household. In this example we have uploaded two P60s.

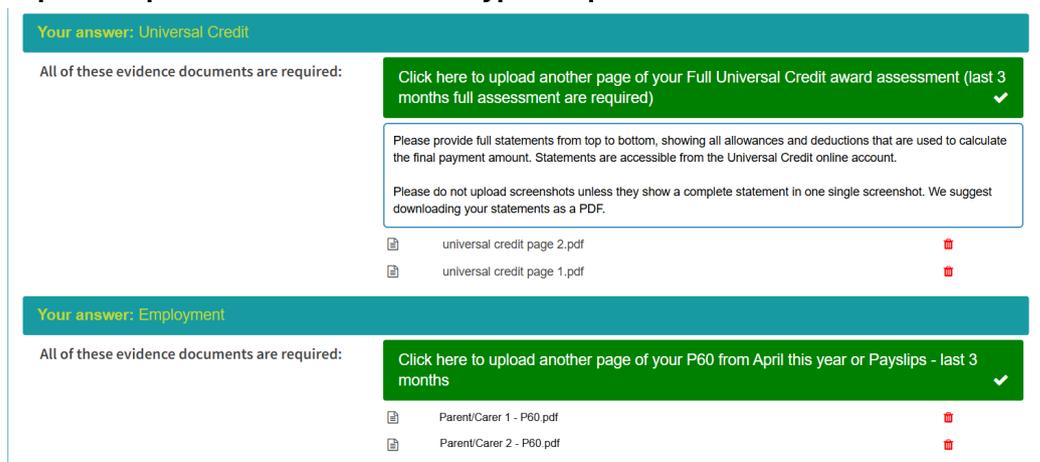   **Your answer:** Employment

   All of these evidence documents are required:

   Click here to upload another page of your P60 from April this year or Payslips - last 3 months ✔

   📄 Parent/Carer 1 - P60.pdf 🗑
   📄 Parent/Carer 2 - P60.pdf 🗑

5. **Repeat steps 1 to 4 for all evidence types requested.**

   Your answer: Universal Credit

   All of these evidence documents are required:

   Click here to upload another page of your Full Universal Credit award assessment (last 3 months full assessment are required) ✔

   Please provide full statements from top to bottom, showing all allowances and deductions that are used to calculate the final payment amount. Statements are accessible from the Universal Credit online account.

   Please do not upload screenshots unless they show a complete statement in one single screenshot. We suggest downloading your statements as a PDF.

   📄 universal credit page 2.pdf 🗑
   📄 universal credit page 1.pdf 🗑

   Your answer: Employment

   All of these evidence documents are required:

   Click here to upload another page of your P60 from April this year or Payslips - last 3 months ✔

   📄 Parent/Carer 1 - P60.pdf 🗑
   📄 Parent/Carer 2 - P60.pdf 🗑

When you have uploaded all evidence, click '**Next**' to continue with your bursary application.