

## **SUPPORTING DOCUMENT CHECKLIST – PLEASE READ BEFORE APPLYING**

All supporting documents must be saved and attached to your application as separate, clearly labelled PDFs. For example:

- 1 Application Form PDF
- 1 Current Account Transactions PDF
- 1 Savings Account PDF

There are various online tools to assist with converting documents to PDF e.g. [www.ilovepdf.com](http://www.ilovepdf.com) and there are various online tools to reduce file size, if you are having difficulty attaching to an email [www.adobe.com/uk/acrobat/online/compress-pdf.html](http://www.adobe.com/uk/acrobat/online/compress-pdf.html)

### **Supporting Documents Required**

#### **Bank statements for all accounts held in your name**

- Mandatory for all applicants
- Documents must show the last 30 days' transactions from the date of application, for all accounts held in your name
- Online statements and transaction lists can be used, but excel/word documents cannot
- Transfers between bank accounts should be labelled and explained
- **If any of your income/expenditure is evidenced on your partner's bank statement(s), please also supply these.**

#### **Tenancy agreement/Mortgage statement**

- Mandatory for all applicants with rent/accommodation costs
- Tenancy agreement should be current and show your name, property address, dates of agreement and monthly costs **OR**
- Mortgage statement or a letter from your provider confirming your name, address and monthly payments
- If you are a sub-tenant and do not have a formal lease agreement, please provide a letter from your landlord.

**Please attach any other documents pertinent to your application** e.g. letter from your funder explaining a delay in payment which has resulted in your Hardship Fund application; details of emergency flight costs you cannot afford etc.