Enrolment Checklist

Achieve your ambitions

Newcastle City Learning

To secure your place on your chosen course, you will need to provide **one** document from **each** of the following categories:

Identification

- **Valid Passport**
- **Driving Licence**
- **eVisa** or **Application Registration Card (ARC)**
- **Voter Authority Certificate**
- **Relationship with School** if you are aged 16-19 years of age.

Proof of Residency

- **Valid UK Passport**
- **eVisa** or **Application Registration Card (ARC)**
- **Other Valid Passport with Home Office Endorsement**
- **Valid Travel Document with Home Office Endorsement**
- **Birth Certificate**
- **Relationship with School** if you are aged 16-19 years of age.

Proof of Address

- **Utility bill** dated within the last 3 months
- **Council Tax statement** for current financial year
- **Current bank statement** dated within the last 3 months
- **Driving Licence**.

Proof of Fee Remission or Payment

- Screenshot of most recent payment on your **Universal Credit App**
- **Benefit award letter** dated within the last 3 months
- Latest **payslip** or **P60** if you are on a low wage
- Full or partial **payment** towards your course.

If you are unable to provide evidence for any of the above sections, please speak to one of our Learner Services Advisors as you may be able to sign a self-declaration.

Funded by UK Government

North East Mayoral Strategic Authority | Kim McGuinness North East Mayor

SKILLS FOR LIFE

Newcastle City Council