

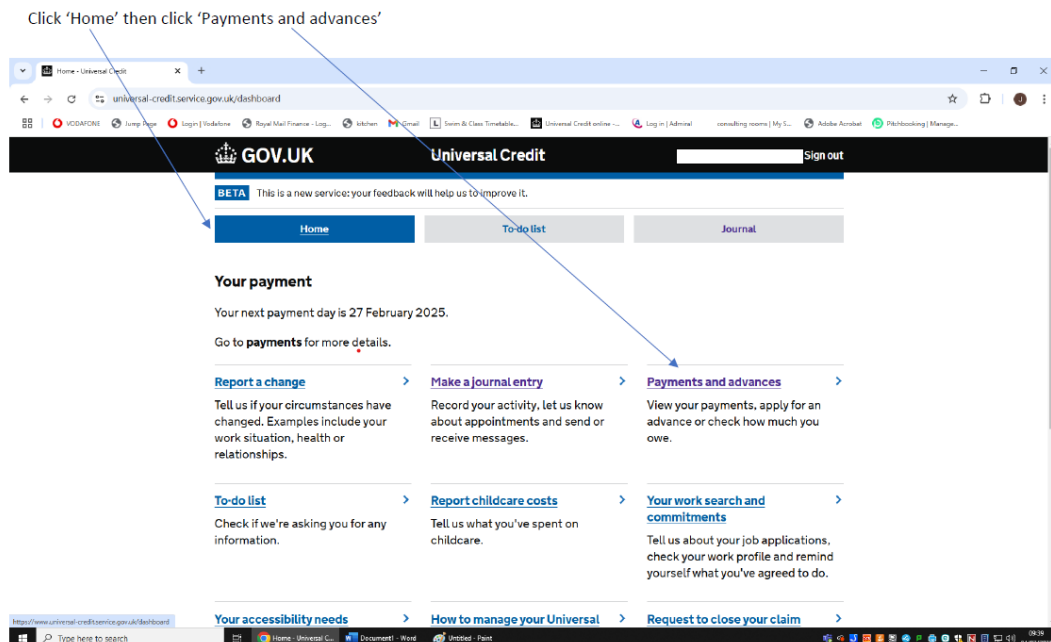
Providing Evidence of Universal Credit

To calculate your household income and assess your bursary application we need to see your parent/carers **three most recent Universal Credit statements**.

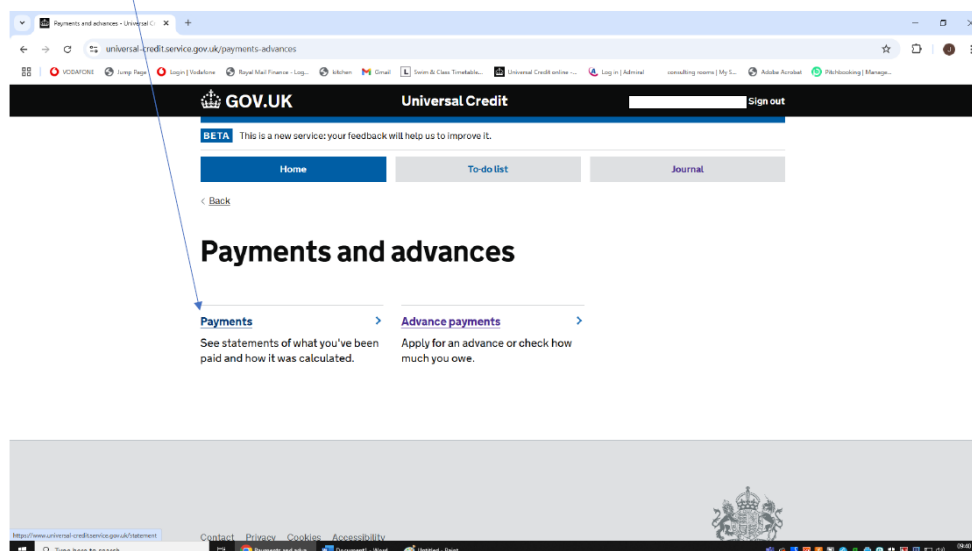
These must be the **full statements** showing the monthly payment and any deductions. **Statements can be downloaded from the recipients Universal Credit account.**

How to download your online Universal Credit statements

1. [Sign in to your Universal Credit account](#)
2. Go to the 'Payments' section.



Then click 'Payments'



3. You should see a list of months in which you have received Universal Credit. Click on the individuals dates to view your statements.

This will show you a list of your Statements

Click on one of the Statements

The screenshot shows the 'Payments' page on the Universal Credit website. At the top, there are navigation tabs: 'Home', 'To-do list', and 'Journal'. Below these, there's a 'Back' link. The main heading is 'Payments'. Below this, there's a message: 'Your next statement will be ready on 23 February 2025. Check again then. On 27 February 2025 you will be paid any money you are entitled to. The amount you get is based on your circumstances from 21 January to 20 February 2025. If your payment falls on a bank holiday or weekend you'll usually get it earlier.'

Below the message is a section titled 'Statements'. It says: 'Your statement explains your payment and how we worked it out. Select a statement from the list to view.'

There's a table with two columns: 'View statement by pay date' and 'Amount'. The table lists two statements:

View statement by pay date	Amount
27 January 2025	£633.63
27 December 2024	£633.63

Blue arrows from the text above point to the 'Statements' section and the first statement link '27 January 2025'.

4. Click on 'print this statement' – usually found in the top right-hand corner of the statement.

The screenshot shows a specific Universal Credit statement page. At the top, there's a header with 'GOV.UK', 'Universal Credit', and a user profile 'Jessica Rogers: Sign out'. Below this is a 'BETA' banner with the text: 'This is a new service: your feedback will help us to improve it.' There are navigation tabs: 'Home', 'To-do list', and 'Journal'. A 'Back' link is also present.

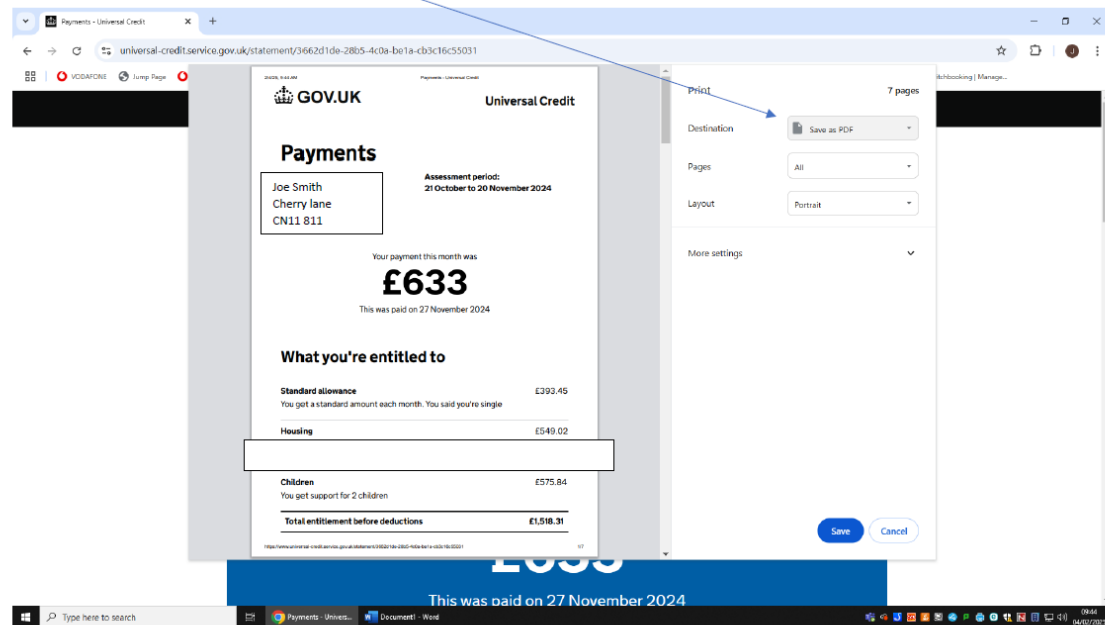
The main heading is 'Payments'. In the top right corner, there is a link that says 'Print this statement'. A blue arrow from the text above points to this link.

Below the heading, there's a box containing the user's details: 'Joe Smith', 'Cherry lane', 'CN11 811'. To the right of this box, it says: 'Assessment period: 21 October to 20 November 2024' and 'Need help understanding your assessment period?'.

At the bottom, there's a large blue box with the text: 'Your payment this month was £633' and 'This was paid on 27 November 2024'.

5. Change the Print Destination to 'Save as PDF' to save the document to your device.

Saving statement as a PDF



Please note that **if you decide to screenshot the images** from your phone, rather than download the statements, **YOU MUST copy all sections not just the payment amount for the month**. This will be more time consuming and if unclear, it will not be accepted, so ideally please download the full statements as explained above.