

Pay My Student (PMS) Evidence Examples

Evidence will need to be supplied in the format specified, failure to do so will result in your application being declined.

You will only need to supply the evidence requested by Pay My Student based on your circumstances, you will not need to supply all the evidence found in this guide.

<https://blc.paymystudent.com/portal/>

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Tuition Fee Evidence

You may be requested to supply evidence regarding Tuition Fees so we can correctly establish which Bursary Fund you are eligible for.

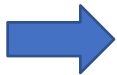
If you are an Adult Learner and unsure whether you need to pay Tuition Fees, please contact Fe-FinanceandFees@blc.ac.uk to discuss your individual circumstances.

Adult learners only (aged 18+) – Tuition Fees

Q: Have you been advised that you will need an Advanced Learner Loan from Student Finance England to pay the tuition fees for the course?

A: Yes

Evidence required - A letter or email from student finance England **confirming** your loan has been **approved**.
Your name will need to be clearly shown on the evidence supplied.



Note> It is **not** acceptable to use the email that says thank you for applying.

Advanced Learner Loan

LIVERPOOL

EXAMPLE DOCUMENT

You need to write your Customer Reference Number on every document you send us.

Advanced Learner Loans
PO Box 302
Darlington
DL1 9NQ
www.gov.uk/advancedlearnerloan
0300 100 0619

15 November 2018

Customer Reference Number: [REDACTED]
Please quote this number when contacting us.

Dear [REDACTED]

We've reassessed your loan

Course name: Diploma in Therapeutic Counselling (QCF)

You or your college or training organisation told us about a change, so we've reassessed your application. The enclosed Loan Summary replaces any we've sent you previously.

The total amount we'll pay your college or training organisation is £2882.00

We enclose

- Your Loan Summary, which shows your loan entitlement and sets out when payments will be made to your college or training organisation.
- Frequently Asked Questions to help answer any questions you might have.

What you need to do next

If any of the details in your Loan Summary are incorrect, please let us know.

We'll pay your college or training organisation once they've confirmed your attendance on the course.

Yours sincerely

Student Finance England

Proof of Residency

You may be requested to supply evidence regarding your Residency Status so we can correctly establish which Bursary Fund you are eligible for and what support we are allowed to supply in line with Government Guidance.

Application Number 1234567/1



CERTIFIED COPY OF AN ENTRY

BIRTH

Registration district Sefton North	Administrative area The Metropolitan Borough of Sefton
Sub-district Sefton North	
1. Date and place of birth Twenty First June 2009 Southport Maternity Hospital	
CHILD	
2. Name and surname John Philip SMITH	3. Sex Male
4. Name and surname Philip John SMITH	
FATHER	
5. Place of birth Southport	6. Occupation Carpenter
7. Name and surname Margaret Valerie SMITH	
MOTHER	
8.(a) Place of birth Southport	8.(b) Occupation Housewife
9.(a) Maiden surname JONES	9.(b) Surname at marriage if different from maiden surname
10. Usual address (if different from place of child's birth) 18 Station Road Southport	
11. Name and surname (if not the mother or father) _____	12. Qualification Mother
INFORMANT	
13. Usual address (if different from that in 10 above) _____	
14. I certify that the particulars entered above are true to the best of my knowledge and belief M.V. Smith	
Signature of informant	
15. Date of registration Twenty Eighth June 2009	16. Signature of registrar J. Brawn Registrar
17. Name given after registration, and surname _____	

BIRTH CERTIFICATE EXAMPLE

CERTIFIED to be a true copy of an entry in the certified copy of a register of Births in the District above mentioned. Given at the GENERAL REGISTER OFFICE, under the Seal of The said Office on 3 August 2012

CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. ©CROWN COPYRIGHT

WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

This certificate is issued in pursuance of the Births and Deaths Registration Act 1953 Section 34 provides that any certified copy of an entry purporting to be issued or signed with the seal of the General Register Office shall be received in evidence of the birth or death to which it relates without any further or other proof of the copy and no certified copy purporting to have been given to the said Office shall be of any force or effect unless it is sealed or stamped as aforesaid.





Home Office

The Capital
New Hall Place
Liverpool
L3 9PP
Web www.gov.uk/uk-visas-immigration

Mr A

Our Ref

Your Ref

Date

2018

**RESIDENCY STATUS
EXAMPLE (ALL PAGES REQUIRED)**

Claimed asylum: 25 May 2018

DETERMINATION OF ASYLUM CLAIM

You have been granted asylum in the United Kingdom. Your claim was decided on 05/10/2018.

Your grant of Asylum

You have been granted asylum for five years. Your leave ends on 04/10/2023.

You must make an application for further leave before your leave ends. You can apply for further leave one month before your leave expires. Details of how to do this can be found on the Home Office website at <https://www.gov.uk/visas-immigration>.

Biometric Residence Permit

Your Biometric Residence Permit will be forwarded to you at a later date.

This is your evidence that you have permission to stay in the United Kingdom.

If there are any errors on your Biometric Residence Permit or your details have changed, you must contact the Home Office within the next 10 days. If you do not tell the Home Office we may not be able to amend your card or you may have to pay for any changes.

National Insurance Number

If you have not previously had a National Insurance Number, this may now be recorded on the back of your Biometric Residence Permit. If this does not appear on the reverse of the card then contact the DWP as per the enclosed leaflet.

Department of Work and Pensions Leaflet

This leaflet explains how the Department of Work and Pensions can help you to find work and claim benefits.

Integration Loan application form and guidance



NOTIFICATION OF IMMIGRATION BAIL TO A PERSON
OR LIABLE TO BE DETAINED¹

To: [Redacted]

Date of Birth: [Redacted]

**RESIDENCY STATUS
EXAMPLE (ALL PAGES REQUIRED)**

This notice is given to you because you are being granted immigration bail

The Secretary of State may grant immigration bail to a person who is detained, or who is liable to be detained, for the reasons listed below. The following reason applies to you:

Mark one box		
A	<input type="checkbox"/>	You are liable to be detained pending examination because you are a person required to submit to examination / pending a decision to give, refuse, or cancel leave to enter.
B	<input type="checkbox"/>	You are liable to be detained because you are a person who has been refused leave to enter the United Kingdom.
C	<input checked="" type="checkbox"/>	You are liable to be detained because you are a person without leave who has been served with a notice of liability to removal, or are a dependant of such a person.
D	<input type="checkbox"/>	You are liable to be detained because there is reasonable suspicion that you may be liable to removal from the United Kingdom.
E	<input type="checkbox"/>	You are liable to be detained pending a decision to deport you / because a decision has been made to deport you.
F	<input type="checkbox"/>	You are detained pending [a decision to issue directions for] your removal from the United Kingdom.
G	<input type="checkbox"/>	You are the subject of a deportation order and are detained pending your deportation from the United Kingdom.
H	<input type="checkbox"/>	You are detained / liable to be detained for the following reason:

¹ Schedule 10 to the Immigration Act 2016

² Paragraph 1 of Schedule 10 to the Immigration Act 2016

³ Paragraph 2 of Schedule 10 to the Immigration Act 2016

You have made a claim for asylum

B I hereby vary my immigration bail as follows

CONDITIONS

You will be subject to the following conditions. A marked box indicates the bail condition(s) applicable to you.

Mark at least one box

Allowed to WORK

Not allowed to STUDY

Must REPORT to an immigration official

ANY CHANGE OF CONDITION

You must not change your conditions without the agreement of the Secretary of State. If these conditions are to be changed, you will be notified. This notice is correct at time of service and is recorded on Home Office systems.

- Although you may have been granted immigration bail, you remain liable to be detained
- This document must not be accepted by employers as evidence of a right to work or by landlords as evidence of a right to rent (this does not apply to EEA nationals, or the family member of an EEA national, exercising an EU treaty right).
- You have NOT been given leave to enter the United Kingdom within the meaning of the Immigration Act 1971

FAILURE TO COMPLY WITH CONDITIONS

Failure to comply with any of the above conditions may lead to arrest, your conditions being varied, the requirement to pay money under any financial condition, and/or your detention.

Failure to comply with any of the above conditions, without reasonable excuse, is also a criminal offence which may be punished by a fine or a prison sentence¹.

Any unresolved application which you may have made for leave to enter may be refused.

Your details may also be placed on the Police National Computer (PNC).

Should you have difficulty in being able to comply with any of your conditions, you must immediately contact Becket House Reporting Centre and give your reason.



Home Office

**RESIDENCY STATUS
EXAMPLE (ALL PAGES REQUIRED)**

Tel 03001237379

Web <http://www.gov.uk/ukvi>

Our Ref [REDACTED]

Date 15 May 2019

Dear [REDACTED]

I am pleased to inform you that your application to the EU Settlement Scheme has been successful and that you have been granted **Indefinite Leave in the United Kingdom**, under Appendix EU to the Immigration Rules. This is also referred to as **settled status**. If you were in the UK on the date of your application, that is Indefinite Leave to Remain. If you were outside the UK on the date of your application, that is Indefinite Leave to Enter.

Your status takes effect from the date of this letter, which can be found above.

Your settled status in the UK can be confirmed online through the Home Office online checking service 'View and Prove your Rights in the UK': view-and-prove-your-rights.homeoffice.gov.uk. You will be able to use the online service to show your settled

Childcare Support

If you wish to apply for childcare support, either via the Care to Learn Scheme or Adult Bursaries – you will need to supply us with evidence that your child exists.

CHILD BIRTH CERTIFICATE EXAMPLE

You need to provide a birth certificate for every child you require childcare support for

CERTIFICATE OF BIRTH



Name and Surname _____
Sex Female
Date of Birth February November 1980
Place of Birth London
Registration District _____
Birth Registration District London

I, _____ Superintendent Registrar
for the Registration District of _____ do hereby
certify that the above particulars have been compiled from an entry in a
register in my custody.

Witness my hand this 10th day of July 1981

Registrar General's Office, London



CHILD BIRTH CERTIFICATE EXAMPLE

You need to provide a birth certificate for every child you require childcare support for

BAW	
OF AN ENTRY	
Births Registration Act 1953	
	Entry No.
Administrative area	
Name and surname	
FATHER	
A. Sex	
Male	
5. Place of birth	6. Occupation
7. Name and surname	
MOTHER	
8.(a) Place of birth	8. (b) Occupation
9.(a) Maiden surname	9. (b) Surname at marriage if different from maiden surname
10. Usual address (if different from place of child's birth)	
11. Name and surname (if not the mother or father)	12. Qualification
INFORMANT	
13. Usual address (if different from that in 10 above)	
14. I certify that the particulars entered above are true to the best of my knowledge and belief	
Signature of informant	
15. Date of registration	16. Signature of registrar
Deputy Registrar	
17. Name given after registration, and surname	

Certified to be a true copy of an entry in a register in my custody.

{ Deputy
*Superintendent Registrar
Date
*Registrar
*Strike out whichever does not apply

System No. 5065
CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. ©CROWN COPYRIGHT
WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

Need further support?

E: Financialsupportfund@blc.ac.uk