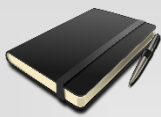


Get the **GYST** GET YOUR STUFF TOGETHER



Tools to get organised:

Diary!



Wall planner!



Your phone!



Tip: Write appointments, times and dates down as soon as you know them. Be consistent!

Don't write details down on lots of bits of paper or post-it notes! If you do, make sure you transfer the details immediately. Bits of paper can get easily lost.

Contact and communication

- Keep your phone switched ON
- Answer your phone when it rings
- Make sure you answer the phone in a professional-sounding way
- Make sure you have an appropriate voicemail message
- Don't have an "inappropriate" e-mail address (eg. lovekitten@yahoo.com)
- If you don't have an e-mail address, create one
- Respond to emails
- Write your passwords down in one place for reference. Keep them safe, but make sure you don't forget them either

**GET SMART.....
GET PREPARED**



When you start a job, open a bank account or even join a library, you may be asked for documents to prove your identity and address.

It's important to be prepared and have these documents ready, so that you can produce them whenever you need them

Different ID Documents

- Passport
- Full Driving License
- (Provisional sometimes accepted but check first)
- UK original birth certificate
- UK biometric residence permit
- Utility Bill (Gas, Electricity, Telephone, Internet, Water)
- Bank/Building Society Statement (if printer off ensure it is stamped by the bank)
- P45
- P60
- British work permit or visa
- Letters from H.M. Revenue & Customs; Department of Work and Pensions; Employment Service;
- Local Authority
- Council Tax Statement
- Marriage certificate or Civil Partnership certificate, with translation if not in English
- Pension, Endowment or ISA statement
- UK birth certificate (preferably original, please check)
- Non-UK birth certificate
- UK adoption certificate



ID Documents

Tip: You don't need all of these, but make sure you have a selection of a few different kinds.

IMPORTANT

- Check dates: make sure your documents are up-to-date. The documents often need to be very recent. Make sure you meet the requirements
- Check expiry dates: make sure your ID documents like your passport have not expired. Make preparations to renew in advance - it may take several weeks to do so
- Have more than one kind of document ready
- Make sure it shows your correct details (full name, current address etc.)
- Make sure the details on each document match (eg name; address)
- Check if you need originals or photocopies
- Be prepared to wait up to a month to get documents returned if sent away for checking

Remember:

- Certificates that you have for qualifications and courses you have attended are also important documents.
- They aren't proof of ID, but you will need to show them as evidence for some applications. Some qualifications may need to be compared against English qualification and sometimes need to be translated.
- So keep them safe too!