

Applying for DSA on Student Finance Portal

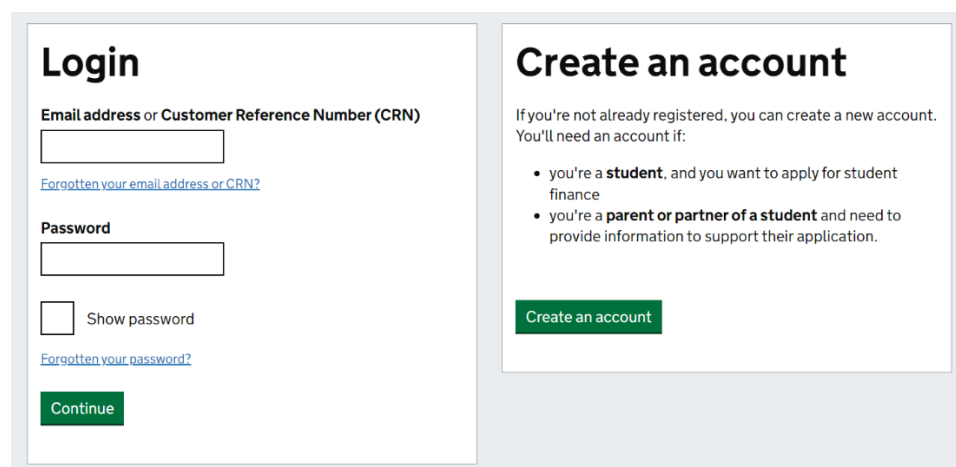
This guidance is for students with Student Finance England (SFE) funding and have access to the SFE online portal.

If you cannot access this portal, you can complete the DSA Slim form and email it to dsa_team@slc.co.uk. You can find more details about how to apply and the relevant forms on the government website.

Step 1 Access your SFE account.

Login to the [SFE portal](#). You will need:

- Your email address or SFE Customer Reference Number (CRN).
- Password.
- The answer to your secret question.



The screenshot shows two side-by-side panels. The left panel is titled 'Login' and contains a form with two input fields: 'Email address or Customer Reference Number (CRN)' and 'Password'. Below the first field is a link 'Forgotten your email address or CRN?'. Below the password field is a checkbox labeled 'Show password' and a link 'Forgotten your password?'. At the bottom of the panel is a green 'Continue' button. The right panel is titled 'Create an account' and contains text stating 'If you're not already registered, you can create a new account. You'll need an account if:'. Below this text are two bullet points: '• you're a **student**, and you want to apply for student finance' and '• you're a **parent or partner of a student** and need to provide information to support their application.' At the bottom of the panel is a green 'Create an account' button.

Need help with accessing the DSA?

Our DSA Advice and Liaison Service offers one-to-one appointments to answer questions and provide advice on accessing DSA. We offer:

- [15-minute Chats](#) where you can ask our team quick questions related to the DSA;
 - [1-hour Advice Appointments](#) to go through your application paperwork or if you need a longer conversation; and
 - [Drop-in sessions](#) that you simply turn up and wait to speak to us.
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Step 2 Select 'Disabled Students' Allowance application' under 'Applications'.

Applications

Your recent application can take up to 6 hours to appear on this page. We'll email you when it's here.

Undergraduate student finance applications
You can view applications you've made for student finance from 2018 onwards. You can also manage your applications and view payment information.

Postgraduate student finance applications
You can view your applications you've made for student finance for a master's or doctoral course. You can also view payment information.

Disabled Students' Allowance application
Check the progress of your application for Disabled Students' Allowance.

Step 3 Expand your application for the current academic year.

You will be directed to the page listing your applications.

1. Find your **current course** and **academic year**.
2. Select 'Expand' on the right side. (Note: the following screenshot was taken for the 2022/23 academic year – make sure you choose the **current** academic year.)

View the progress of your application in more detail on your [student finance homepage](#).

For help making changes to your application, viewing your payment information and understanding what your application status means, [check out our guidance](#).

[view more](#)

[delete](#)

Your applications

1. [2022 / 2023 - ENGLISH AND HISTORY](#)

1. 2022 / 2023 Full time ENGLISH AND HISTORY
STATUS

[▶ Expand](#)

Step 4 Select 'Apply for additional support'.

Scroll to find and select 'apply for additional support' within the same application box (it is below the 'Help us improve our online service' heading).

Help us improve our online service



[Tell us what you think of this online service \(opens in a new window or tab\)](#)

University

Submitted: '

[View your entitlement summary](#)

[Change your application](#)

[Apply for additional support](#)

[Suspend or withdraw from your studies](#)



Step 5 Select 'Disabled Students' Allowance'.

Step 6 Follow the instructions.

1. It starts with 6 statements about the DSA process.
2. You then answer questions in relation to:
 - Type(s) of disability / disabilities.
 - Your diagnosis / diagnoses.
 - An overview of how this impacts your daily life/studies. This is optional and will **not** affect the application outcome.
 - Consent to DSA to exchange information with other organisations, including:
 - the disability services at your university or college
 - Your DSA suppliers
3. You will have the option to **review** your answers, then select '**submit**'.

Step 7 Upload medical evidence.

Expand the application again. It should now show a 'To-do List' with an option to upload medical evidence. **Remember – your application will not be reviewed without submitting appropriate evidence.**

You can upload a file from your computer/device.

Your to-do list



1. Provide evidence for Disabled Students' Allowance

We have received the files you uploaded

You were asked to provide the following documents:

- A full diagnostic report that documents each specific learning difficulty you have. This has to have been carried out by a practitioner psychologist or a specialist teacher holding a current Assessment Practicing Certificate.

[Where can I get this?](#)

- A letter for your physical, sensory or mental impairment. This has to be completed by your doctor or qualified medical professional and confirm the following information:

- a diagnosis of your conditions
- that your conditions are long term (more than 12 months)
- how your conditions have an adverse effect on your ability to carry out daily activities

[Are there alternatives I can provide?](#)

Have you uploaded all your evidence?

We cannot process your application until you provide all the documents listed above. If you have not provided all your documents you can still [Upload evidence](#)

[Tell me more about the DSA application process](#)



What evidence is needed?

For a **disability, mental health, or long-term health condition**, evidence must be a **report or letter** from your doctor, consultant or other medical professional. Working diagnoses of conditions such as autism and ADHD *may* be accepted. If you do not have suitable medical evidence, you can ask your GP or medical professional to complete the [DSA disability \(or medical\) evidence form](#).

Students who wish to discuss travel allowance with their DSA Needs Assessors will need to provide specific medical evidence demonstrating a clear link between their disability and the need for alternative travel arrangements.

For a **Specific Learning Difference (SpLD)**, evidence must be a copy of a pre- or post-16 'full diagnostic assessment' report from a practitioner psychologist registered with the Health and Care

Professional Council (HCPC) or suitably qualified specialist teacher with a current Assessing Practising Certificate (APC).

Step 8 Check your email for updates.

1. DSA will process your application after medical evidence is uploaded.
2. The funding body will contact via email to advise the next steps. The following scenerios are the typical follow-up advice from DSA:
 - DSA will invite you to book a Needs Assessment upon confirmation of your eligibility.
 - **Or** they may ask you for more medical evidence for the conditions listed in your DSA application.

Contact the Student Disability and Inclusion Team

You can contact the Student Disability and Inclusion Team via Student Hub if you have any queries or concerns:

- Phone: 02380 599 599
- Email: studenthub@soton.ac.uk.

If you are currently studying with us, you can also [visit our DSA SharePoint page](#) for further information and guidance.

End of document.