

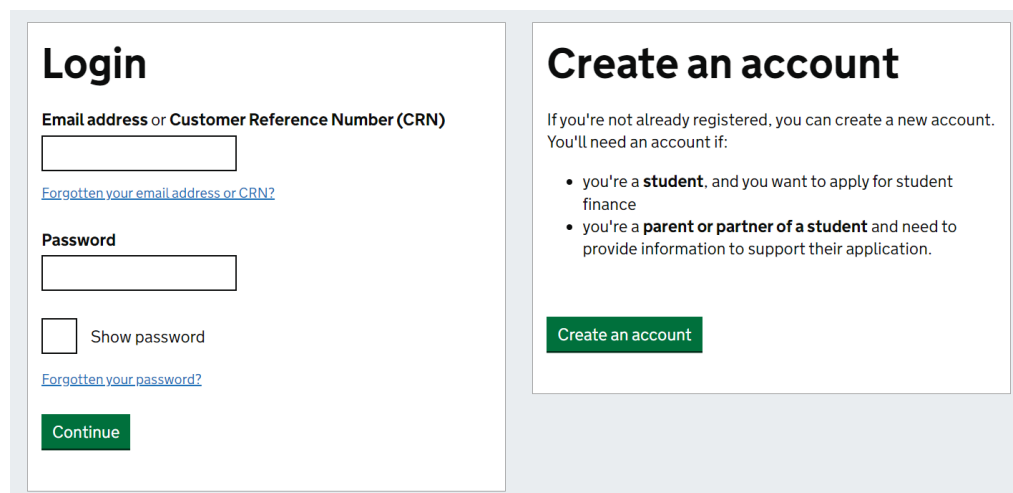
# Applying for DSA on Student Finance Portal.

This is for students with Student Finance England (SFE) funding, and have access to the Student Finance Portal. If you cannot access this portal, you can complete the DSA Slim form and email it to DSA. [Here is the link to the 2022/23 DSA Application forms.](#)

## 1. Sign in to your SFE portal.

Log on to <https://logon.slc.co.uk/>. You will need:

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



The screenshot shows a web interface with two main sections: 'Login' and 'Create an account'. The 'Login' section on the left has a title, a label 'Email address or Customer Reference Number (CRN)', a text input field, a link 'Forgotten your email address or CRN?', a label 'Password', another text input field, a checkbox labeled 'Show password', a link 'Forgotten your password?', and a green 'Continue' button. The 'Create an account' section on the right has a title, a paragraph explaining that new accounts can be created, a list of conditions (being a student or a parent/partner of a student), and a green 'Create an account' button.

### Top Tip:

Student Disability and Inclusion runs weekly [DSA Support Drop-ins via MS Teams and in Building 37, Highfield campus](#). You can simply bring your DSA-related question in and meet with a member of our team, including support with completing the DSA application or investigating acceptable medical evidence. If you prefer a bespoke session, please email [studenthub@soton.ac.uk](mailto:studenthub@soton.ac.uk) with your availability in the upcoming two weeks and your preference to meet in-person or online, and we are happy to book an appointment for you.

## 2. Click the Disabled Students' Allowance application on the right-hand side.

### 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.



## 3. Expand the application for the current academic year.

You will be directed to the page listing your applications. Find your current course and academic year. Select 'Expand' on the right side.

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](#)



#### 4. Scroll and click 'Apply for additional support.'

On the same application, scroll to find the link to 'apply for additional support.' It is under the 'Help us improve our online service' heading.

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##### Help us improve our online service



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

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University

Submitted: '

[View your entitlement summary](#)

[Change your application](#)

[Apply for additional support](#)

[Suspend or withdraw from your studies](#)



#### 5. Click to choose Disabled Students' Allowance.

#### 6. Follow the instructions.

It starts with 6 details about the DSA process. You then answer questions in relation to:

- Types of disability.
- Your Diagnosis.
- An overview of how this impacts your daily life/studies. This is optional and would not affect the application outcome.
- Consent to DSA to share information with your Needs Assessor, University, and DSA providers.

**Review and submit.**

## 7. Upload medical evidence.

Expand the application again. It should now show a To-do List with an option to upload medical 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?](#)

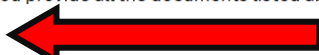
- A letter for your physical, sensory or mental impairment. This has to be completed by your doctor or qualified medical professional and confirm the following information:
  - a diagnosis of your conditions
  - that your conditions are long term (more than 12 months)
  - how your conditions have an 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](#)



### Top Tip:

Students with a disability, a long-term health condition and/or a medical health condition will submit a copy of a report or letter from your doctor or consultant. It has to state the diagnosis and how the condition is affecting you in daily activities such as studying. You can also fill in the [disability evidence form](#). Students with a specific learning difficulty such as dyslexia will submit a copy of a 'diagnostic assessment' from a practitioner psychologist or suitably qualified specialist teacher. Please note that the cost of obtaining medical evidence is not covered by DSA.

## 8. Check your account for updates.

DSA will process your application after medical evidence is uploaded. The funding body will contact 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.

Please contact the Student Hub if you wish to arrange a DSA support session.

Phone number: 02380 599 599. Email: [studenthub@soton.ac.uk](mailto:studenthub@soton.ac.uk).