

Student Awards

Completing an Income Assessment

Before your student's application for an award is fully process you need to register as a Contributor and complete an income assessment. If you haven't already done this, follow the steps shown in the user guide 'Registering as a Contributor' first.

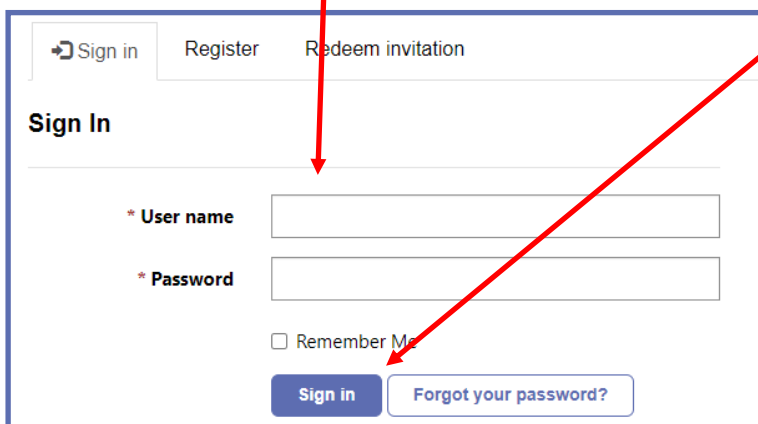
STEP ONE: Go to the Student Awards page on gov.im (copy and paste the url below into a web browser) and follow the links to the DESC Digital Services Portal:

www.gov.im/student-grants

STEP TWO: At the top of the DESC Digital Services screen click on **Sign in:**



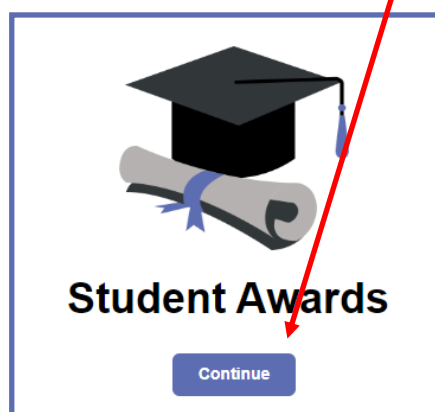
STEP THREE: Enter your **username** and **password** and click **Sign in** :

A screenshot of the "Sign In" form on the website. At the top, there are three tabs: "Sign in" (selected), "Register", and "Redeem invitation". Below the tabs, the heading "Sign In" is displayed. The form contains two input fields: "* User name" and "* Password". Below the password field is a checkbox labeled "Remember Me". At the bottom of the form, there are two buttons: "Sign in" and "Forgot your password?". A red arrow points from the "Sign in" text in the previous step to the "Sign in" button.

Note:

You can reset your forgotten password online, however if you have forgotten both your username and your password you need to contact Student Awards

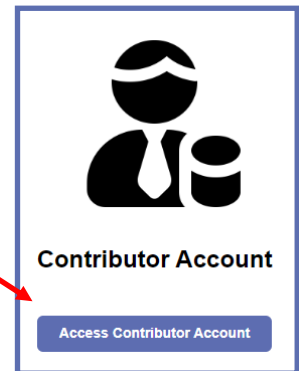
STEP FOUR: On the DESC Digital Services page click on **Continue** on the Student Awards icon:



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Completing an Income Assessment (cont.)

STEP FIVE: On the next screen click on **Access Contributor Account**:



STEP SIX: Read the details on the **Welcome** screen:

Welcome to the Contributor Portal

STEP SEVEN: Scroll down the screen to the **My Income Assessments** section, read the instructions and click on **Create** :

My Income Assessments

Please begin your own Income Assessment using income details for the previous tax year (2022/23) via the **'Create'** button below.

You must complete **one Income Assessment** for **each year** in which an application is made. Each contributor only needs to create one Income Assessment per year to which all dependent students will be linked.

Once available you must provide your Income **Tax Resident Assessment Notice (RAN)** for this year's Income Assessment. You can do so by clicking the **arrow** below and selecting **'Submit RAN Evidence'**. Please note this **option is only available** for a **fully submitted Income Assessment**.

Create

STEP EIGHT: There are **seven** sections to complete, starting with **Type of Award**, plus a **Declaration** screen at the end. Work through each section in turn, entering the relevant information that applies to you:



Note:

Please ensure you submit information that is correct to the best of your knowledge. You may be asked to provide corroborative evidence that the Department of Education, Sport and Culture may consider necessary in processing your application. Once you have submitted your application you cannot make any changes online; you need to contact the Student Awards team via email at studentawards@gov.im.

NEXT STEPS: You need to confirm your actual income by submitting a copy of your **Resident Assessment Notice (RAN)** from Income Tax as soon as possible. Confirmation of your income by submission of a RAN allows us to confirm the amount of a Student Award. **Failing to submit your RAN can delay 3rd term maintenance payments of continuing applications.**