

Student Awards

Submitting a Resident Assessment Notice (RAN)

Before you can submit your Resident Assessment Notice (RAN) you need to complete your income assessment. Your RAN should cover the same period as your income assessment submitted earlier. For example, if your student is applying for an award for the 2023/24 academic year, the contributor must provide their RAN for the 2022/23 tax year. You need to complete an income assessment and submit a RAN for every year that your student is receiving an Award.

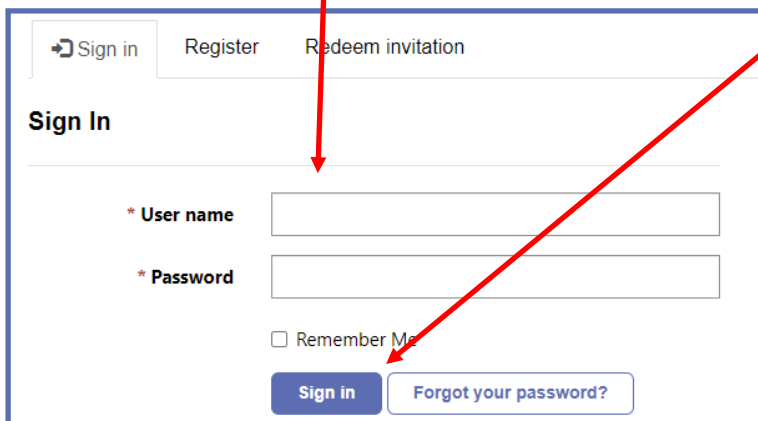
STEP ONE: Go to the Student Awards page on gov.im (copy and paste the url below into a web browser) and follow the links to the DESC Digital Services Portal:

www.gov.im/student-grants

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



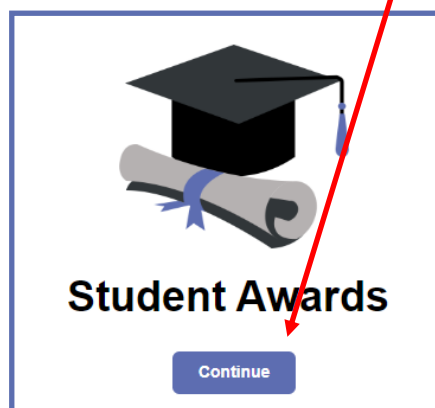
STEP THREE: Enter your **username** and **password** and click **Sign in** :

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 three input fields: "* User name", "* Password", and a checkbox for "Remember Me". Below the input fields are two buttons: "Sign in" and "Forgot your password?". A red arrow points from the "Sign in" text in the text above to the "Sign in" button in the screenshot.

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.

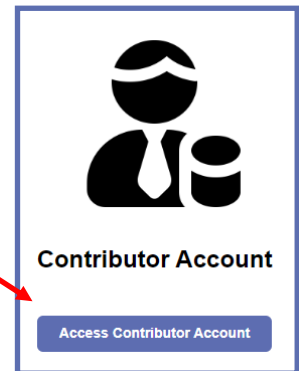
STEP FOUR: On the DESC Digital Services page click on **Continue** on the Student Awards icon:



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Submitting a Resident Assessment Notice (RAN) (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, click on the down arrow next to the relevant income assessment and select **Submit RAN evidence**:

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**.

First Name	Last Name	Date of Birth	Application Status	Created On ↓
Sandra	Loach	17/09/1974	Income assessment received; RAN required	23/03/2023 3:43 PM <input type="button" value="v"/>

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

Personal Income Evidence Self-Employed Evidence Company/Trust Evidence Declaration

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.