

Student Awards

Completing a 1st Year Application for a Student Award

Before you can submit an application for a Student Award you need to register as a Student on the DESC Digital Services Portal. If you haven't already registered an account, follow the steps shown in the user guide 'Registering as a Student' first.

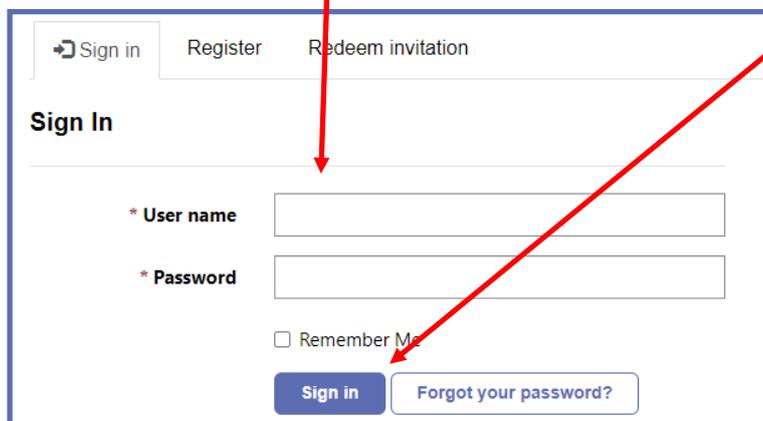
STEP ONE: Go to the Student Awards page on gov.im (copy and paste the url below into a web browser) and follow the links to the DESC Digital Services Portal:

www.gov.im/student-grants

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



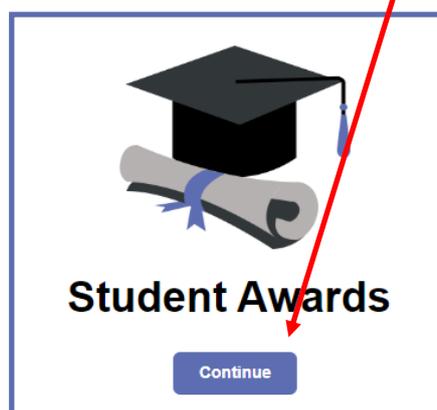
STEP THREE: Enter your **username** and **password** and click **Sign in** :

A screenshot of the 'Sign In' form. 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 text above 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

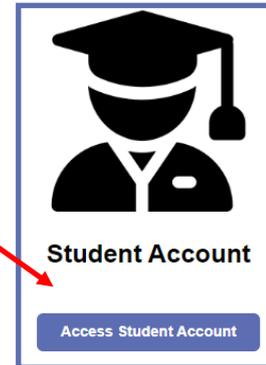
STEP FOUR: On the DESC Digital Services page click on **Continue** on the Student Awards icon:



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Completing a 1st Year Application for a Student Award (cont.)

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



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

Welcome to the Student Portal

STEP SEVEN: Scroll down the screen to the **Start a First Year or Continuing Annual Application** section, read the instructions and click on **Start a first year application** :

Start a First Year or Continuing Annual Application

If you are a **first year (under-graduate/post-graduate) student** starting a new course, click on the '**Start your first year application**' button below.

If you are a **continuing student**, click on the arrow below and select '**Add Continuing Annual Application**'.

Start a first year application

STEP EIGHT: There are **nine** 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:

Residency Previous Addresses Course Education Type of Award Additional Course Details Finances Contributor Status
Data Release Summary Summary Continued Declaration

Note:

If you are unsure of the Type of Award that you require select Tuition fees award, Tuition fees loan (if applicable to the selected type of award), and Maintenance award (if applicable to the selected type of award). The Student Awards team will assess your application and will assist you with determining the correct awards for you.

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 **submit your results** for your qualifying subjects to enable Student Awards to assess your eligibility for an Award based on your number of UCAS points. You also need to **upload your Unconditional Offer letter** when you receive this following confirmation of your place from your chose place of study.