

## Student Awards

### Submitting a Course Verification

Before your application for a student award is fully processed you need to submit a course verification to provide evidence of your latest results and confirmation of a place with your chosen University.

**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](http://www.gov.im/student-grants)

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



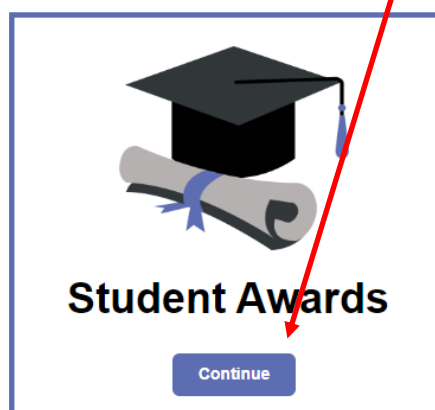
**STEP THREE:** Enter your **username** and **password** and click **Sign in** :

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 is the heading 'Sign In'. The form contains two input fields: '\* User name' and '\* Password'. Below these fields is a checkbox labeled 'Remember Me'. At the bottom of the form 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.

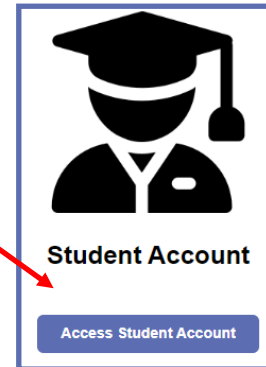
**STEP FOUR:** On the DESC Digital Services page click on **Continue** on the Student Awards icon:



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### Submitting a Course Verification (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 **Return to My Application** section, click on the drop down arrow and select **Add course verification** :

#### Return to My Application

To **complete a non-submitted application**, click on the arrow below and select '**Complete non-submitted application**' to update and submit your application.

To **add your course verification**, click on the arrow below and select '**Add course verification**' to complete your application for this academic year.

Course Name	Course Category	Course Level	Institution	Year of Study	Online Application Status	Created On ↓
Game Art	Information technology systems sciences and computer software engineering	Bachelor's Degree with Honours	Falmouth University	1	Application submitted awaiting course verification	22/03/2023 1:43 PM 

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

Course	Additional Course Details	Unconditional Offer	Results	Placement Letter	Review Information	Declaration
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#### 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](mailto:studentawards@gov.im).