UHI

UPLOADING DOCUMENTS TO YOUR STUDENT FUNDING APPLICATION

When you submit your online funding application you will be asked to provide documents to confirm the information you have entered on your funding application. You will see them immediately after you submit the application, and you can view them each time you login to your Hub account.

Your application will not be looked at by any staff or considered for processing unless you have uploaded a document for each evidence request.

You can submit your documents by scanning or taking a photo of them on your phone and uploading them direct into your application. You can do this at any time while your application is active.

You must ensure the photo or scan is clear and shows dates, names etc. Screenshots on your phone will **not** be acceptable if this information is not shown. We also require all pages of the document.

## HOW TO UPLOAD YOUR DOCUMENTS

To upload the documents yourself, when you have logged into your UHI Records account, click on the Student Hub at the left of the screen and select Funding from the drop down.
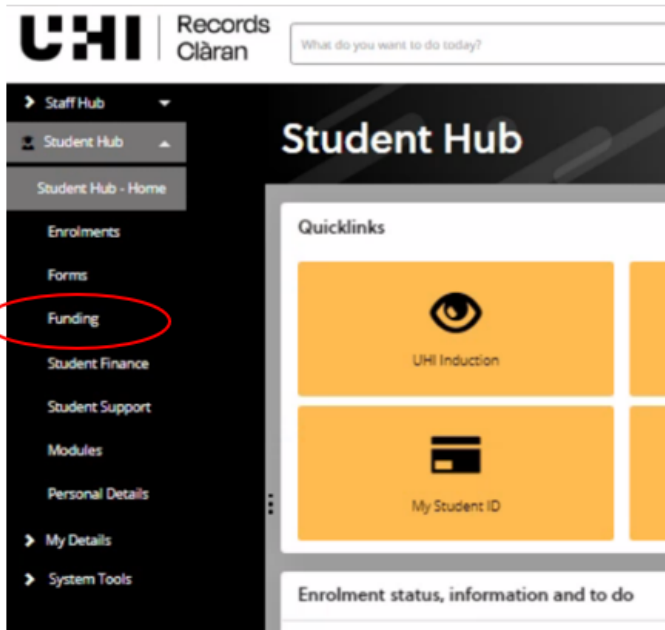
You may get a screen which asks you to select the course for which you want to apply for funding. Your course should appear when you click on the drop-down button at the right of the field.
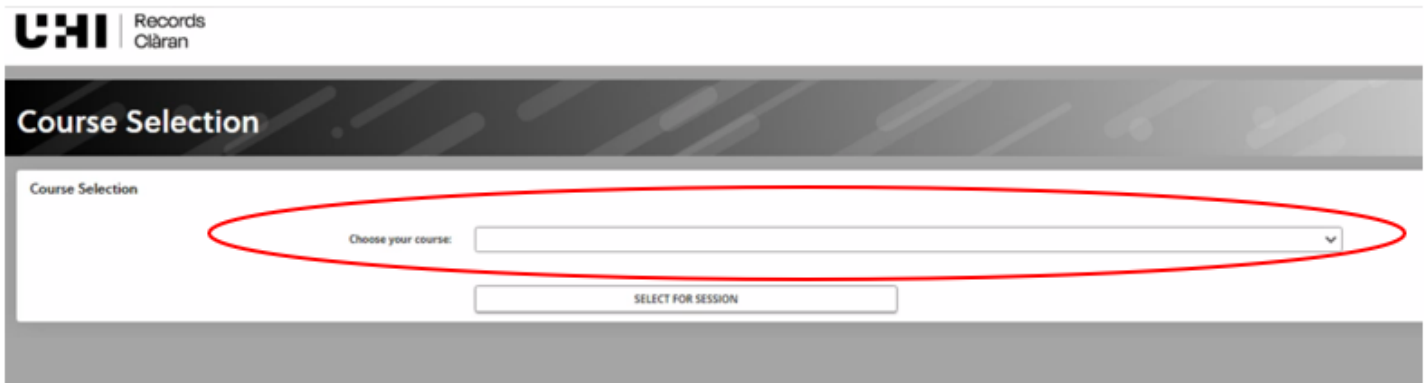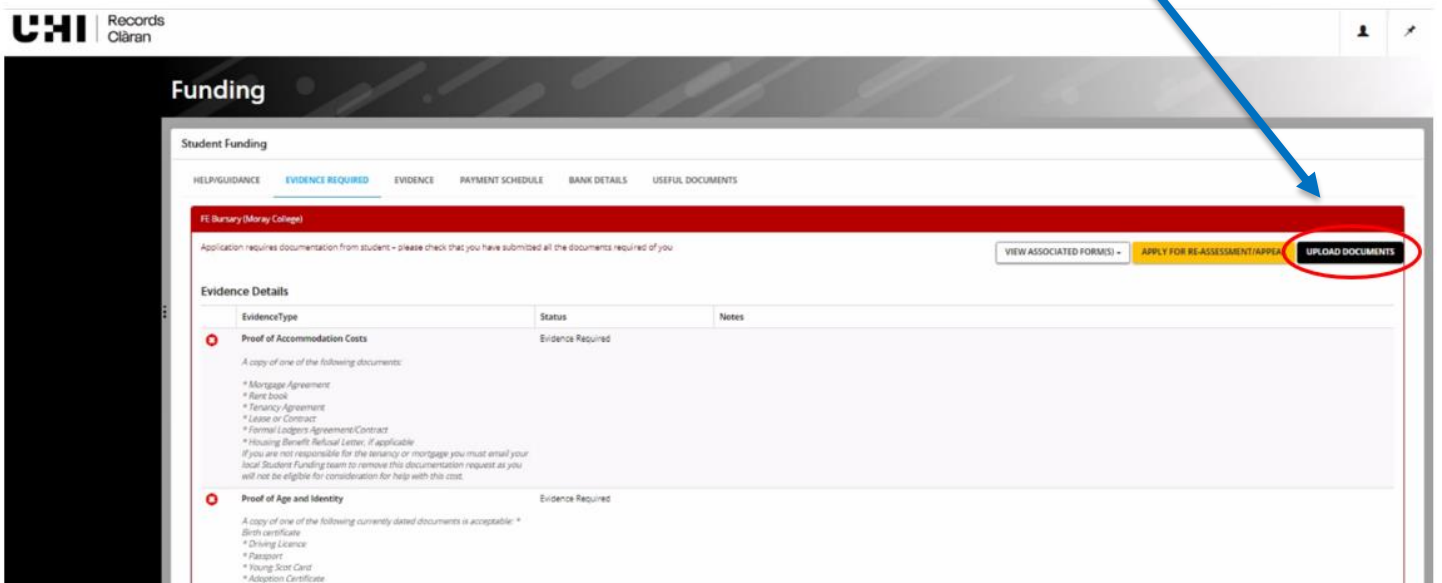
This will take you to "Funding" Section of your UHI Records account and click on the "Evidence" tab (circled on the screenshot below) to see which documentary evidence you need to submit
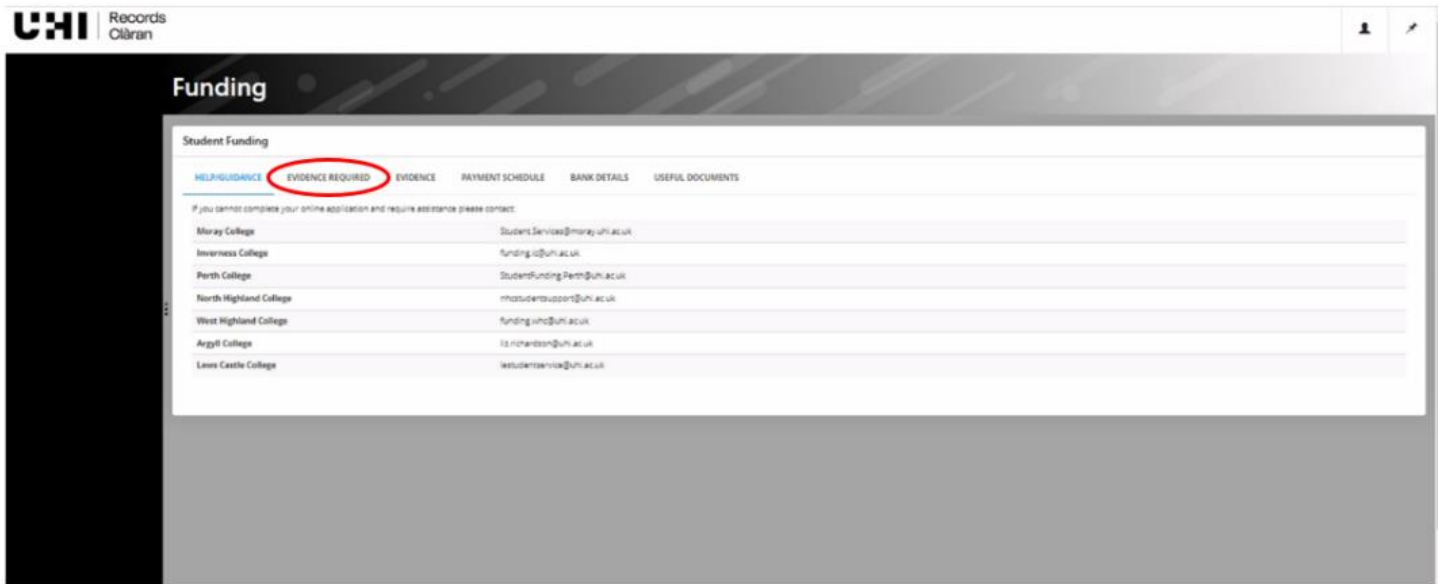
This will take you to a screen, which shows you the documents we require. Click on **UPLOAD DOCUMENTS**

This will take you to the upload page, **please read what document formats are acceptable** for documents requested, as multiple screenshots, screenshots without details such as names, addresses, account numbers and dates etc. will not be acceptable.

Then upload each document for each evidence request by clicking on

When you click on this button, your device will open its browser to allow you to go to the location where you have chosen to store the document. **We recommend that you name your documents something obvious which relates to the document request to ensure you upload the correct document to the request.** Click on it and either click "Open" or double click on it. This will take you back to the file uploader screen and show File Status as "Awaiting Upload".

Check you have attached the correct document to the correct evidence request. Then click

Once complete, the evidence record will show that the document has been submitted.

When you have submitted a document for each evidence request, your application status will move to "Pending" on our system and will then be considered for funding by the Student Funding team.

If you have any questions, please contact your local funding or student support team.

UHI Argyll **ACBursary@uhi.ac.uk**
UHI Inverness **funding.ic@uhi.ac.uk**
UHI Outer Hebrides **lestudentservices@uhi.ac.uk**
UHI Moray **Student.Services.moray@uhi.ac.uk**
UHI North Highland **nhcstudentsupport@uhi.ac.uk**
UHI Perth **StudentFunding.Perth@uhi.ac.uk**
UHI West Highland **funding.whc@uhi.ac.uk**