University of Oxford Disability Advisory Service: Student Registration Form

Please tell us about yourself so we can begin with you the process of considering potential study support.

## About you

First name:

Family name

Date of birth:

Email address:

Contact telephone number:

Preferred pronoun, e.g she, he, they, other (please specify):

College:

Course:

Course Level:

Start/ End Year:

## Please tell us about the nature of your disability (indicate all that apply/delete as appropriate)

* A social/communication impairment such as Asperger's syndrome/other autism spectrum condition
* Blind or a serious visual impairment uncorrected by glasses
* Deaf or a serious hearing impairment
* A long standing illness or health condition such as epilepsy, diabetes, Crohn’s disease, or asthma
* A long-term mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depression, an anxiety disorder, or schizophrenia
* A specific learning difficulty (SpLD) such as dyslexia, dyspraxia or ADHD
* A physical impairment or mobility issues, such as difficulty using arms or hands, or requiring the use of a wheelchair, crutches or other mobility aid
* A disability, impairment or medical condition that is not listed above

## Does your disability require any of the following? (Indicate all that apply/delete as appropriate)

* Use of a wheelchair or other mobility aid
* Step-free/level access or use of a lift
* Personal care assistance for daily living activities
* Living accommodation with specialist equipment such as hoists, height-adjustable beds, adapted bathroom facilities
* Use of a registered/licensed assistance animal for visual, hearing, mobility or medical needs
* Use of communication aids such as a BSL interpreter or hearing support system

## Evidence of your disability

In order to understand your disability and provide you with guidance and support, the University asks you to provide evidence of your disability. Please attach your evidence with this form. Please see our website for further details on the type of documentation required: [www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability).

If you are a current student, have you noted your disability on the Oxford Student Self Service Registration? If not, **please do so**. See <https://www.ox.ac.uk/students/selfservice> for information.

## Please tell us in the space below briefly about the impact your disability has on your studies:

## Your funding body

There are a wide variety of funding options available depending on your home country and the nature of your studies. Please tell us which categories below apply to you (indicate all that apply/delete as appropriate):

* UK student - England
* UK student - Scotland
* UK student - Wales
* UK student - Northern Ireland
* EU student
* International student (non-UK or non-EU)
* Research Council funded student
* NHS bursary funded student
* Erasmus funded (or part-funded) student
* Other (please specify) e.g. Registered Visiting Student from overseas (VRO):

## Support history

Have you had a Disabled Students Allowance in the past? **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Yes / No** (delete as appropriate)

If yes, please attach your study needs assessment report if available.

Please describe briefly in the space below any disability-related provision or examination arrangements you have had at school or a previous university:

## How did you find out about us? (Indicate all that apply/delete as appropriate)

* Self-referred/found information on website
* Disclosed on application/student self-service
* Referred by college/department
* Referred by Oxford University Counselling Service
* Referred by College Doctor/Nurse
* Other (please specify):

# **Disability Advisory Service: Consent to Share Information**

**Name:**

**Date of Birth:**

**College:**

**Course / Department:**

## How we use your data

The Disability Advisory Service (DAS) will hold and use the information you provide to arrange the study support that you have requested. The University provides this support in order to meet its contractual obligations to you and to comply with its duty under the Equality Act 2010 to provide reasonable adjustments to students with disabilities. To ensure this support can be delivered, the DAS will need to share information about you, your physical and/or mental health, and information about your disability with those who have a role in providing academic, administrative or support services e.g. your tutor, your supervisor, the Disability Coordinator in your college and academic department, library staff, as well as specialist staff employed or engaged by the DAS, such as those undertaking diagnostic assessments. We will also need to share information with your funding bodies in order to confirm your entitlement to financial support. We will as far as possible limit the information to be shared on each occasion to the minimum necessary for the provision of support.

## Consent

Please indicate below you consent to us processing your information in the way described above under ‘How we use your data’.

**I consent to disclosure within the above limits: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Yes / No (delete as appropriate)**

Signature:

Name:
Date:

## Additional Information

From time to time the Disability Advisory Service or the Careers Service might wish to send you information of interest, from internal or external sources. Please confirm if you are happy to receive information through:

* **The Disability Advisory Service**
	+ Details of upcoming workshops or other similar events: **Yes / No** (delete as appropriate)
	+ Academic research projects seeking participants: **Yes / No** (delete as appropriate)
* **The University Careers Service** (e.g. details of events or internship/job opportunities): **Yes / No** (delete as appropriate)

## Your rights

You have the right at any time to refuse or withdraw your consent for us to process your data or to refuse or withdraw consent for certain processing activities***.*** You may do this by emailing your Disability Advisor directly or disability@admin.ox.ac.uk. However, please be aware that withdrawing or limiting consent may have an adverse effect on our ability to help you and may mean we cannot provide study support to you. In some circumstances we may need to continue to process your data even though you have withdrawn consent. Further information on your rights, as a data subject, in relation to your personal information is available here: [www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/student](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/student).

## Retention

We will retain your data only for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements. Details of the retention periods for different types of student data are available here: [www1.admin.ox.ac.uk/councilsec/compliance/dataprotection/retentionofstudentrecords](https://www1.admin.ox.ac.uk/councilsec/compliance/dataprotection/retentionofstudentrecords/).

## Contact us if you have any queries

Student Welfare and Support Services – Disability Advisory Service, 3 Worcester Street, Oxford, OX12BX

Telephone: +44(0)1865 280459

Email: disability@admin.ox.ac.uk

Website: [www.ox.ac.uk/students/welfare/disability](http://www.ox.ac.uk/students/welfare/disability)