DSA application process and timeline

Step 1

- Application process differs slightly for different funding bodies.
- For SFE, SFW and SFNI Download a Disabled Students' Allowance (DSA) application form or apply at the same time as requesting student funding
- Send completed DSA application to your funding body with supporting evidence of your disability
- If confirmation of student status is required (ie graduate or do not have a student loan) please email the signed application form to disability@admin.ox.ac.uk
- SAAS students send the DSA application form to Disability Advisor
- Research Council funded students contact Disablity Advisor

Step 2
2-3 weeks

- Funding body assesses your DSA application and issues an 'eligibility letter' confirming you can attend a Study Needs Assessment. The appropriate centre depends on your location and funding body.
- SAAS and Research Council are processed by the Disability Advisor

Step 3
2-3 weeks

- For SFE, SFW and SFNI students book an appointment with the centre as detailed on your eligibility letter.
- For SAAS and Research Council funded students, Contact your Disability Advisor to arrange a Study Needs Assessment

Step 4
2-3 weeks

- After your assessment the centre will send a report to you for your records, and to the funding body for approval

Step 5
1-2 weeks

- Funding body issues a 'DSA entitlement letter' confirming the support they have agreed to pay for and how to go about arranging support

Step 6 **2 weeks**	• Contact equipment supplier to arrange delivery (if relevent) - we can assist with ordering equipment on request • We will also help implement any approved human support (e.g. SpLD tutors) or recommendations for institutional adjustments

Step 7 **Annual check**	Set a reminder to renew and apply for the next academic year before summer term ends. • As a general rule you will need an active reapplication for DSA if a post-graduate student, or do not have a student loan. SAAS students need to renew to continue to receive ongoing support by contacting their disability advisor to confirm the costs of support required each year.

Please note that the DSA application process varies between funding bodies and you are advised to check on their websites.