

## 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, go to the "Funding" Section of the Student Hub and click on the "Evidence" tab (circled on the screenshot below) to see which documentary evidence you need to submit

## Funding

The screenshot shows the 'Student Funding' page. At the top, there is a navigation bar with tabs: 'Help/Guidance', 'Evidence Required', 'Evidence', 'Payment Schedule', and 'Useful Documents'. The 'Evidence' tab is circled in red. Below the navigation bar, there is a message: 'If you cannot complete your online application and require assistance please contact:'. This is followed by a table listing contact information for various colleges.

College	Contact Email
Moray College	Student.Services@moray.uhi.ac.uk
Inverness College	funding.ic@uhi.ac.uk
Perth College	StudentFunding.Perth@uhi.ac.uk
North Highland College	nhcstudentsupport@uhi.ac.uk
West Highland College	funding.whc@uhi.ac.uk
Argyll College	liz.richardson@uhi.ac.uk
Lewis Castle College	studentservicesle@uhi.ac.uk

This will take you to a screen, which shows you the documents we require. Click on

Upload Documents

## Funding

The screenshot shows the 'Student Funding' page for 'FE Bursary (Moray College)'. The 'Evidence' tab is selected. Below the header, there is a message: 'Application Processed and Award letter issued Payment will commence on specified dates'. At the bottom right, there are three buttons: 'View Associated Form(s)', 'Apply for re-assessment/Appeal', and 'Upload Documents'. The 'Upload Documents' button is circled in red. A blue arrow points from the 'Upload Documents' button in the previous screenshot to this button.

This will take you to the upload page, please read what document formats are acceptable.

## HOW TO UPLOAD YOUR DOCUMENTS continued

Then upload each document for each evidence request by clicking on

Browse My Computer



Back to Container

UHI Records  
Clàraidhean UHI

### How to upload a document

You can only upload 1 evidence file for each type of evidence. To Upload click on "Browse My Computer" to select the file from your device location then click the "Upload" button you will get a message showing the progress of the upload and confirmation that it was "Successfully Uploaded"

### How to upload more than one document

If you need to attach several different documents to cover 1 evidence type please zip the files. To find out how to zip several documents into one file please [Click Here](#)

Acceptable file types include: .jpg, .gif, .pdf, .doc, .png, .tiff. If you are using a digital camera to take a copy of your documents please ensure you use a lower resolution as the system can only accept smaller file sizes.

Fund bid details

Fund
Fund Occurrence
Student
Bid sequence

4. Bank Statements for Student

File uploader

Browse My Computer My Documents Upload

This will take you to your device browser, where you will need to locate the document, click on the document then click "open". It will then upload to File uploader with a status of "Awaiting Upload", check you have attached the correct document to the correct evidence request.

Then click

Upload

1. Proof of Age and Identity

File uploader

Browse My Computer My Documents Upload

Sample proof of my identity.pdf (34 kb) Delete

File Status Awaiting Upload

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

1. Proof of Age and Identity

File uploader

Browse My Computer My Documents Upload

Sample proof of my identity.pdf (34 kb) Delete

File Status Successfully Uploaded 100%

When you have submitted a document for each evidence request, your application will be considered for funding by the Student Funding team.

If you have any questions, please contact your funding team.