**What is DSA?**

DSA is part of Student Finance and provides funding for specialist software and equipment, as well as specialist support such as Specialist One to One Study Skills Support which is referred to as Non-Medical Help (NMH).

**Full-time undergraduate student who has already applied for student finance**

You need to fill out the “DSA1 Slim Form”. You should be able to do this by logging into your student finance account. If this is not possible then you can download a paper form from the .gov website:

<https://www.gov.uk/student-finance-forms>

**Fill out a DSA Application Form**

Depending on your circumstances there are two different forms to fill out. This can be done in a meeting with your Disability Adviser who can give you guidance to ensure the form is completed correctly. If you are unsure as to which form to fill out, please refer to the .gov website <https://www.gov.uk/disabled-students-allowances-dsas/how-to-claim>.

**DSA2 Letter**

Once student finance have received your NAR they will issue you with a DSA2 letter which will tell you exactly what has been approved in terms of software, equipment and NMH support and who the suppliers are.

Once you have received this letter you can start ordering the items listed on the letter, by either calling the provider listed or emailing them with the reference number provided.

You will also be entitled to software training which you can book and organise in the same way.

**DSA1 Letter – Booking a Needs Assessment**

If your DSA Application is approved you should receive a DSA1 Letter confirming this within 6 weeks.

You can now book a Needs Assessment which will involve meeting with an assessor who will recommend an individual package of support for you. This may include specialist software, equipment such as a laptop and Dictaphone and NMH support such as Specialist One to One Study Skills Support. Once this is completed, your Needs Assessor will send your Needs Assessment Report (NAR) to student finance who will process it.

These assessments take place at a [DSA-QAG approved Assessment Centre](http://www.dds.qmul.ac.uk/dyslexia/na/#dsaqagassessmentcentres). The Disability and Dyslexia Service at QMUL has an ‘outreach’ arrangement with the University of Westminster’s ‘CLASS’ (Central London Assessment Services) assessment centre which means that QMUL students can have their needs assessments carried out at QMUL through the auspices of the CLASS assessment centre. For information about the CLASS centre, please visit [http://www.class.org.uk](http://www.class.org.uk/)

**Students are free, however, to attend any assessment centre of their choosing.** [A list of the 10 DSA-QAG Approved Assessment Centres that are closest to our Mile End site is available here. [PDF 128KB]](http://www.dds.qmul.ac.uk/media/disability-and-dyslexia-service-/documents/DSA-Assessment-Centre-Contact-Details.pdf)

**Submit your DSA form and medical evidence**

If you have an online account you can apply online but you will still need to send a paper copy of your evidence. For all other students you will need to submit both the application form and all evidence by post. If you fill this out in an appointment with a Disability Adviser they can scan and submit this on your behalf which can speed up the process. The exception to this is if you need to send any proof of identification, in which case we ask students to do this themselves.

**Postgraduate and part-time students**

You need to fill out the “DSA1 Full Form”.

You can download a paper form by following the steps on the .gov website:

<https://www.gov.uk/student-finance-forms>

Your disability adviser will need to sign and stamp Section 5

**Full-time undergraduate who has not applied for student finance**

You need to fill out the “DSA1 Full Form” as more information is needed from you.

You can download a paper form by following the steps on the .gov website:

<https://www.gov.uk/student-finance-forms>

Your disability adviser will need to sign and stamp Section 5

**Medical Evidence**

You will need documentary evidence in the form of a full diagnostic assessment which clearly diagnoses you with dyslexia, dyspraxia or ADHD/ADD, or a letter from a Psychiatrist or similar if you have a diagnosis of ADHD/ADD. If you don’t have either of these but would like to investigate a possible diagnosis then please fill out our online screening questionnaire <http://www.dds.qmul.ac.uk/dyslexia/>

You will receive

**How do I apply for DSA and who can help me if I have any questions?**

You can apply for DSA by following the guidance below. Your Disability Adviser can help you fill out the form during a meeting or you can contact DDS@qmul.ac.uk who can also provide you with guidance.