

How to Upload Evidence to The PayMyStudent Portal



Your application will not be completed until you have attached your supporting evidence to the application. If your supporting evidence is not uploaded, your application will be considered incomplete and we will send you a 'Green Decline'. You can reopen the application by uploading the requested evidence. Please be aware that your application will be viewed as a new application and we are processing in order of receipt.

PROCESS SUMMARY

- Gather evidence together that you will need to support your application(s). *(Review the information sheet 'Prepare Your Supporting Evidence').*
- Answer the initial set of basic questions on the application questionnaire. *(This applies for applications for all Bursary awards, Free College Meals and/or Fee Waivers to support with payment of tuition fees).*
- Upload Evidence
- Based on your answers to the above questions you may trigger an additional questionnaire(s). Check on the 'Home Page' of your PayMyStudent account to see if further questionnaires have been added.
- If additional questionnaires have been added, answer the questions and upload any evidence requested. Do not sign the questionnaire until you have completed the whole form or it will lock you out leaving the application incomplete. If this happens then email mms@sgscol.ac.uk and we will unlock the application for you.

UPLOADING YOUR SUPPORTING EVIDENCE

1. You need to upload your evidence to the section entitled, 'Evidence of Eligibility'.

Evidence of eligibility

If you have access to a scanner or a smart phone or other digital camera, you can take copies of the required documents and upload them here.

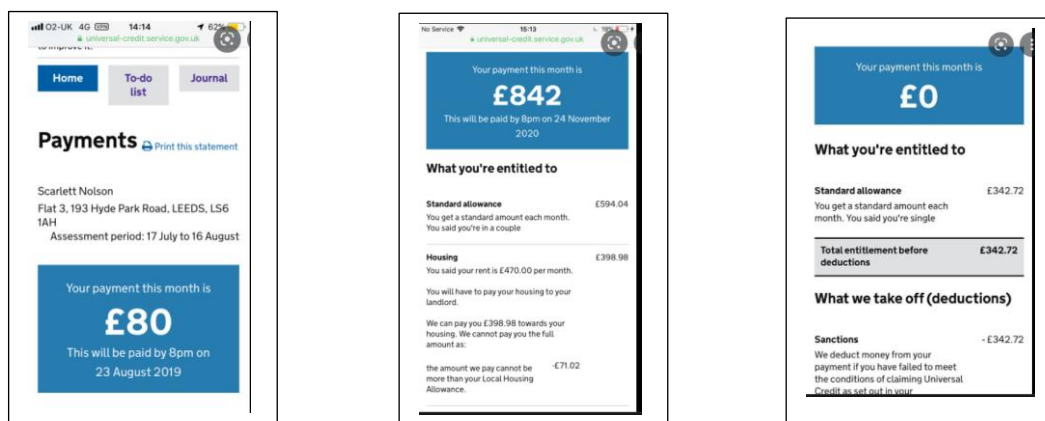
If the evidence you upload is not readable, or the information that we have requested, then you may be asked to provide further evidence. Taking the time to ensure the evidence you upload is clear and correct will speed up your application process.

Below is the list of evidence required based on your criteria selections and other information provided. Any document that you add that meets our requirements will show with a green tick in this list below. You can add evidence which is not shown as required and it will still show in the list below but without a green tick.

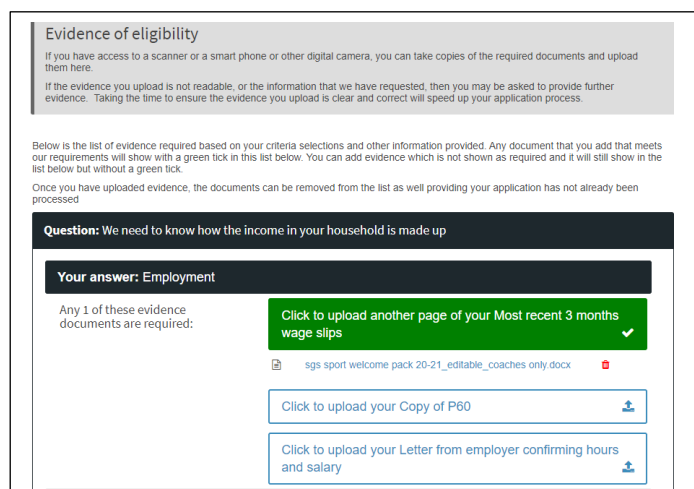
Once you have uploaded evidence, the documents can be removed from the list as well providing your application has not already been processed

- You can upload evidence from a computer or from a phone. If uploading from the phone you can do so by taking a photograph of a document or a screen shot(s) of an online account. For example, the Universal Credit payments.
- Before attaching to your application(s), ensure that all the images of your evidence are readable, and that if there are several pages to a document/record, that you have images of all the pages or have screen shots of the whole document.

For example: if taking screen shots of a Universal Credit payment you need to ensure you have included the name and address of the person(s) receiving the award, the total payment (as seen in the blue box), the breakdown of the payment and any deductions:



- Under the 'Evidence of Eligibility' title, you will see a list of all the answers you have given that require supporting evidence.
- On the left-hand side of each question, you will see how much evidence you need to upload, and on the right-hand side you will see the potential types of evidence that you could submit. In the example below, you can see that you need to upload either a P60 or a letter from employer.



6. Next click on the button with the type of evidence you are uploading. You can then upload the documents as you would if you were attaching a document to an email.
7. If you want to upload further pages then click on the green button entitled, 'Click to upload another page'.
8. You will see the documents you are uploading appearing. (*See above - the SGS Sport Welcome Pack has been uploaded here purely as an example*). If you upload a document in error you can delete it by clicking on the red bin sign.