University of the Highlands and Islands
Oilthigh na Gàidhealtachd agus nan Eilean

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.

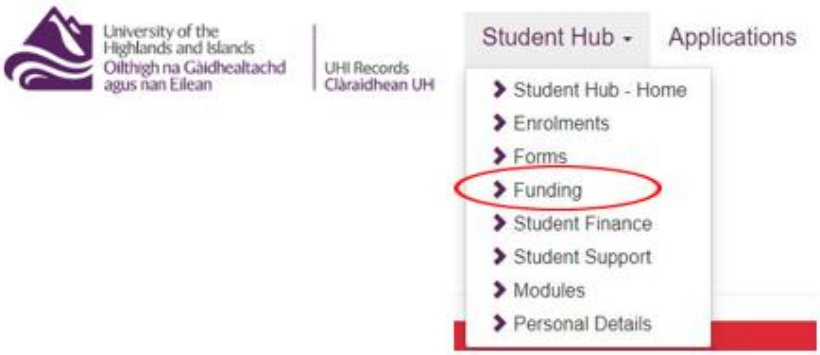
Your application will not be looked at by any staff or considered for processing unless you have uploaded a document for each evidence request.

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.

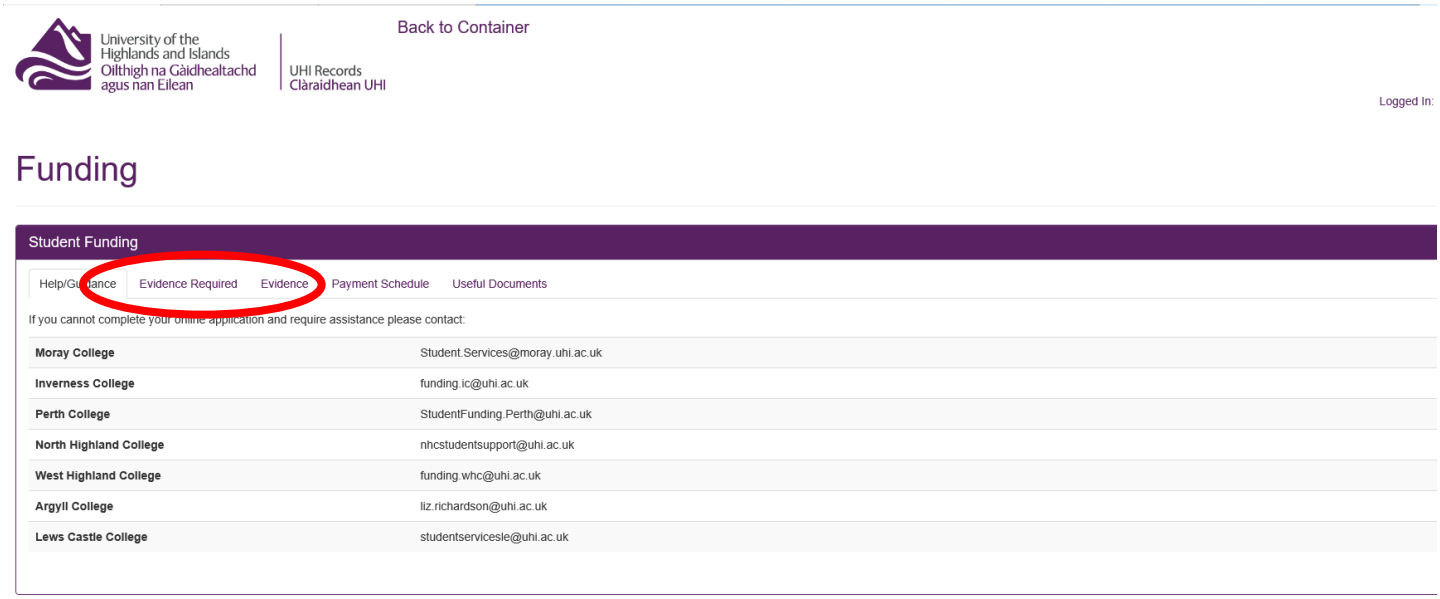
You must ensure the photo or scan is clear and shows dates, names etc. Screenshots on your phone will **not** be acceptable if this information is not shown. We also require all pages of the document.

HOW TO UPLOAD YOUR DOCUMENTS

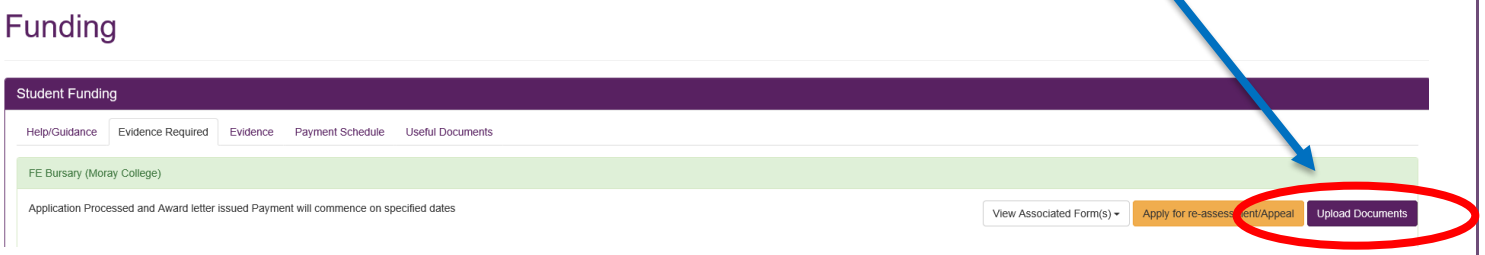
To upload the documents yourself, when you have logged into your Hub account, click on the Student Hub at the top centre of the screen and select Funding from the drop down.



This will take you to “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



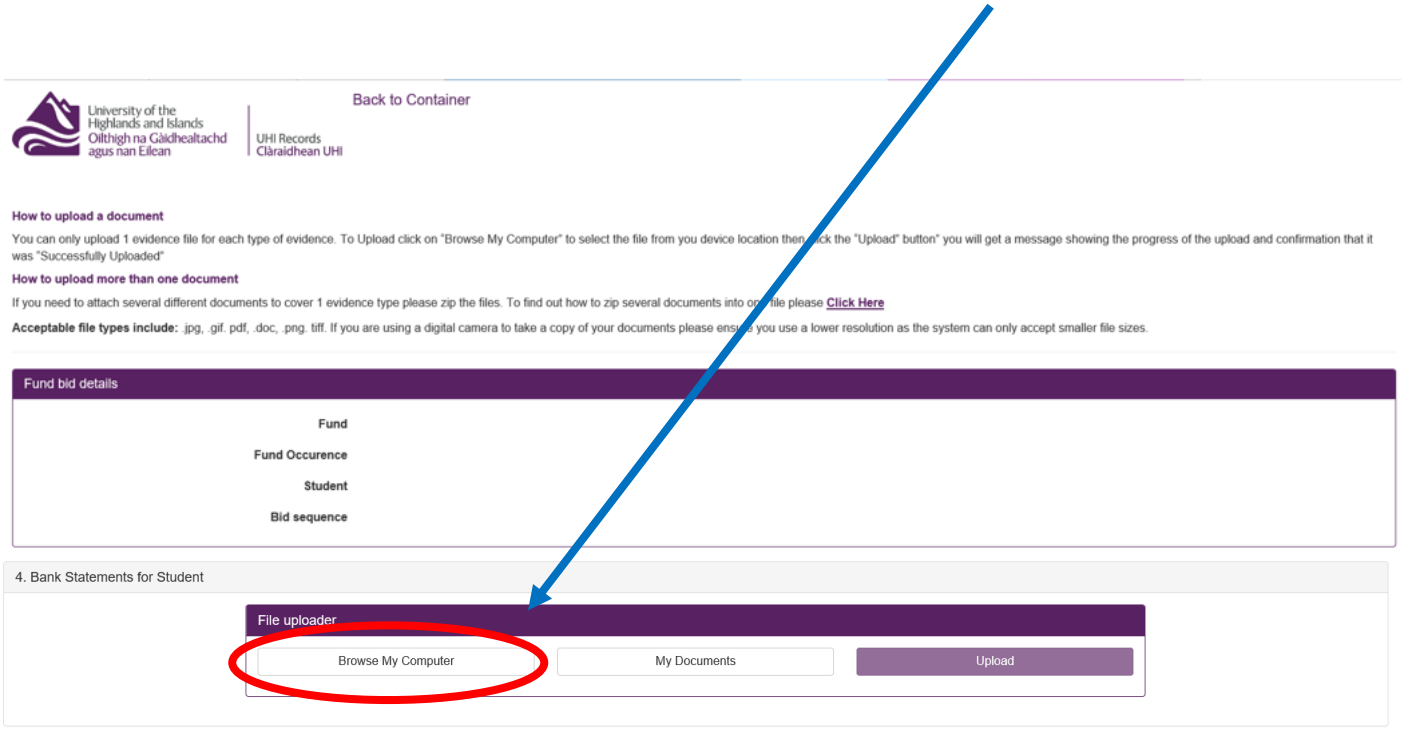
This will take you to a screen, which shows you the documents we require. Click on Upload Documents



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

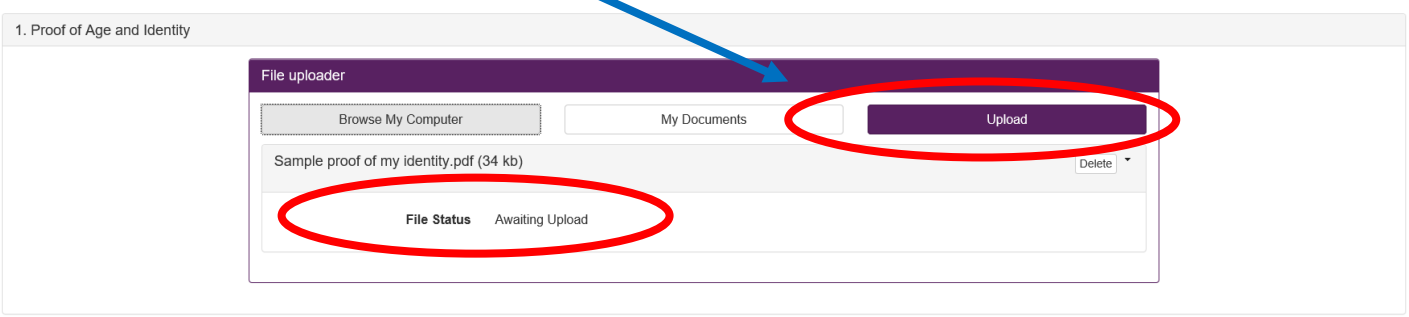
HOW TO UPLOAD YOUR DOCUMENTS continued

Then upload each document for each evidence request by clicking on Browse My Computer

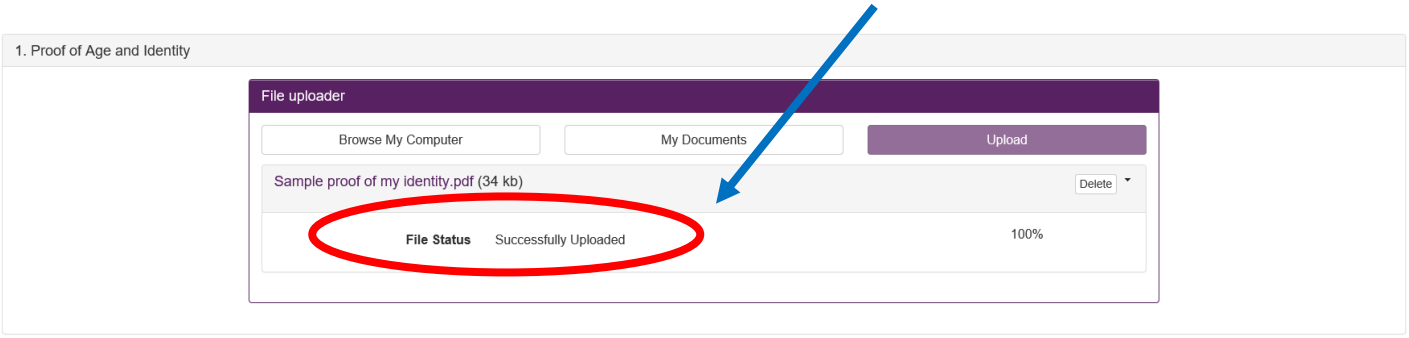


This will take you to your device browser, where you will need to locate the document, click on the document then click "open". It will then upload to File uploader with a status of "Awaiting Upload", check you have attached the correct document to the correct evidence request.

Then click Upload



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



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.