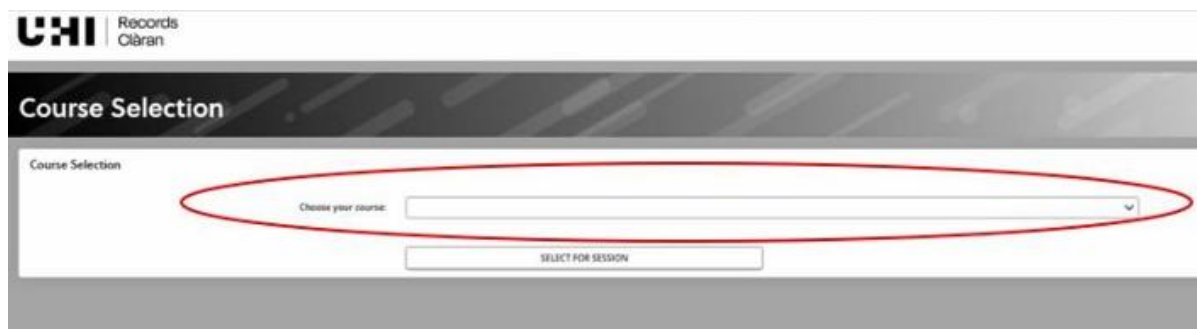


HOW TO UPLOAD YOUR DOCUMENTS

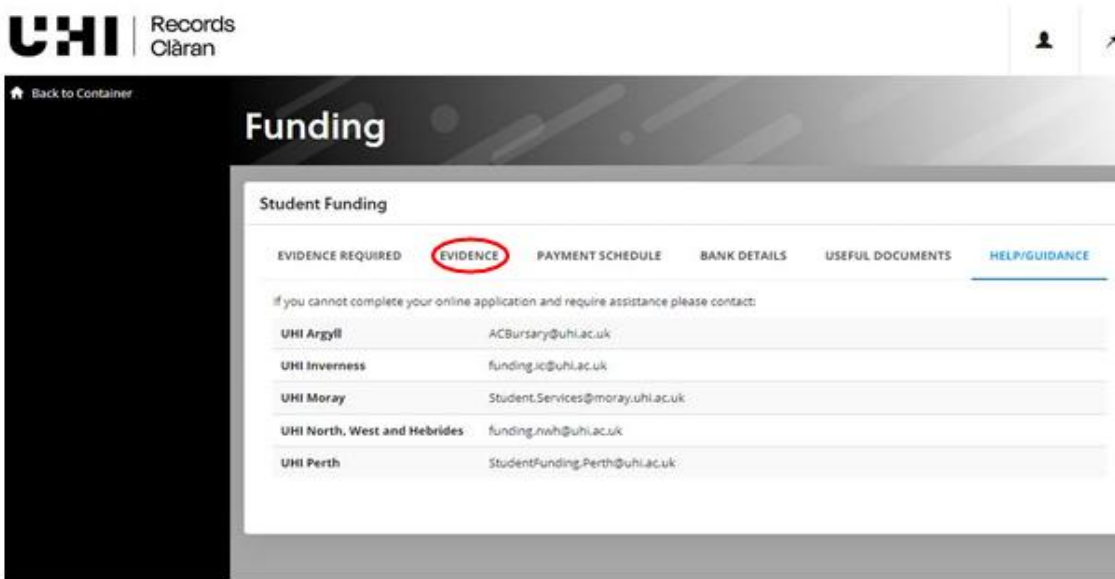
To upload the documents yourself, when you have logged into your UHI Records account, click on the Student Hub at the left of the screen and select Funding from the drop down menu.



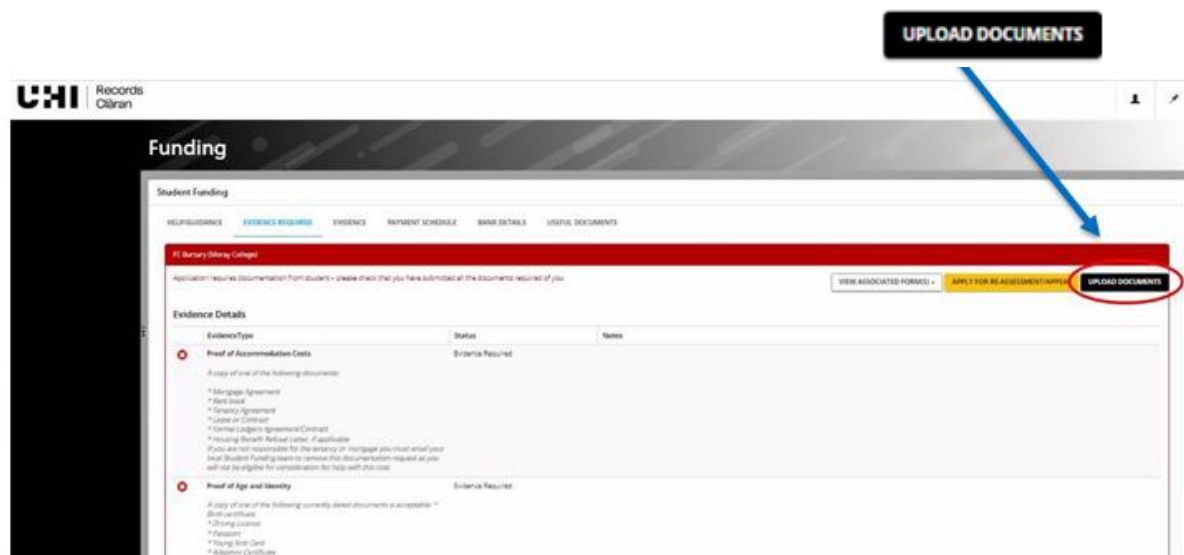
You may get a screen which asks you to select the course for which you want to apply for funding. Your course should appear when you click on the drop down button at the right of the field.



This will take you to the 'Funding' section of your UHI Records account and click on the 'Evidence' tab to see which documents you will need to submit.



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



This will take you to the upload page, **please read what document formats are acceptable** for documents requested, as multiple screenshots, screenshots without details such as names, addresses, account numbers and dates etc. will not be acceptable.

Then upload each document for each evidence request by clicking on





When you click on this button, your device will open its browser to allow you to go to the location where you have chosen to store the document. **We recommend that you name your documents something obvious which relates to the document request to ensure you upload the correct document to the request.** Click on it and either 'Open' or double click on it. This will take you back to the file uploader screen and show File Status as 'Awaiting Upload'.



Check you have attached the correct document to the correct evidence request. Then click 

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



When you have submitted a document for each evidence request, your application status will move to 'Pending' on our system and will then be considered for funding by the Student Funding Team.

If you have any questions, please contact us at funding.ic@uhi.ac.uk