Step	DSA application checklist	Tick here when complete
1	Obtain a copy of evidence - retain more than one copy in case it is needed for another purpose.	
2	Complete DSA form.	
3	Submit DSA form. Take a note of your Customer Reference Number (CRN).	
4	Receive eligibility letter (DSA1), and book a Needs Assessment.	
5	Send your DSA1 and evidence to your Assessment Centre.	
6	Attend Needs Assessment – normally 2 hrs. Receive a copy of your Needs Assessment Report (NAR) within 10 working days.	
7	Receive Notification of Entitlement Letter (DSA2) via email or post.	
8	Contact the suppliers on your DSA2 form (under "Your DSAs") to access equipment and support.	
9	Contact your Assessment Centre if you have any queries about your DSA recommendations.	
10	If you change course or university, including moving from undergraduate to postgraduate study, contact your funding body.	

To get the maximum benefit, we would encourage you to apply for your DSA as early as possible, either before or during your course, as the application process can take around 14 weeks.

Should you have any queries or concerns regarding the Disabled Students' Allowance please contact Enabling Services by email enable@soton.ac.uk. To speak to a member of the team, call 02380 599 599 and press option 3 or come along to our Student Support Drop-In.