



DISABILITY SERVICE

Supporting evidence to include with your Study Support Request

When you [complete a Study Support Request](#) (SSR) to register with the Disability Service, we ask for evidence of disability. We do this:

- To better understand your study support needs
- To support making changes to how we teach and assess you
- To check if you can apply for government-funded support
- To check if you are disabled [in law](#), as this means you have a legal entitlement to support

We understand that many students will not have evidence of disability easily available, and you do not need evidence complete a Study Support Request. However, **providing evidence helps us to arrange your support quickly, and it may be that the full range of support will not be available to you before we have evidence. This means that it is in your best interests to upload evidence with your SSR, or to email evidence to support@disability.gla.ac.uk as soon as you can after submitting your SSR.**

Evidence we can use:

Learning difference, such as dyslexia or dyspraxia

A copy of a 'diagnostic assessment' from a practitioner psychologist or suitably qualified specialist teacher.

For dyspraxia/ DCD, we can also use a doctor or occupational therapist letter stating that you are diagnosed with dyspraxia/ DCD.

ADHD or autism

A copy of a report confirming ADHD or autism.

We can also support students waiting to be assessed for ADHD or autism. Ask your doctor for a note confirming that you have been referred for assessment and outlining how the presenting issues associated with undiagnosed ADHD or autism may impact on your studies.

Long-term health or mental health condition, or mobility impairment

A copy of a report or letter from your doctor, consultant, psychiatrist, or specialist confirming your condition and how it impacts on your studies.

Prescriptions or images of medication you are using cannot be used as evidence.

Deaf/ visual impairment

A letter from your audiologist or doctor.

Uninterpreted audiograms cannot be used as evidence. Audiograms must come with an audiologist's note explaining the impact on your hearing.

Blind/ hearing impairment

A letter from a consultant ophthalmologist or doctor.

An optician's prescription cannot be used as evidence.

Ideally, your evidence should:

- Be dated and on headed paper, or you can use our [Disability Evidence Form](#)
- State a diagnosis or working diagnosis, or explain your ongoing symptoms
- Confirm that you have an impairment, health or mental health condition, or learning difference (such as dyslexia) that has a substantial, long-term effect on your ability to carry out normal day-to-day activities
- State that the condition or impairment has lasted 12 months or more – or is predicted to last (may well last) 12 months or more
- State if the condition fluctuates, noting any known triggers
- Explain the current or predicted effects on study, for example – does the impairment, condition, or difference impact on:
 - Concentration/ motivation?
 - Sleep/ energy levels?
 - Time-management/ self-direction?
 - Short- and/ or long-term memory?
 - Ability to mix in groups; would group work be a source of anxiety?
 - Ability to use public transport? – if you cannot use public transport independently, your evidence must state this clearly
 - Ability to live with others, such as in halls of residence?

Your evidence must be in English

If your evidence is not in English, you must get a certified translation. You must pay the cost of the translation yourself. Ask the translation company to confirm in writing on the translation:

- that it's a 'true and accurate translation of the original document'
- the date of the translation
- the full name and contact details of the translator or a representative of the translation company

The translator/ translation company cannot be a relative, friend or partner, and cannot live at the same address as you.

Send us whatever you have

The information above tells you what we need in ideal circumstances. If you don't feel you have something ideal to send, please send whatever you have so that we can advise you further. Maybe your parents have something at home they could share with you? Or perhaps you had a note from your School, stating what adjustments you had and why? If you don't have a scanner handy, you can just use your phone to take a picture of your documents and send that. **Please do not delay completing a Study Support Request because you are concerned that your evidence is not good enough.** We will advise you based on your current circumstances and will support you to get evidence if necessary.