Disclosing a Disability and Providing Medical Evidence

So that we can prepare and arrange support in time for the start of your studies, please tell us about your disability as soon as possible on your UCAS or direct application form. If you have not entered your disability details on your application form, please provide these details when you complete online registration.

If you are an existing student at the University, please email details of your disability to us at disability-supportservices@nottingham.ac.uk

After you have advised us about a disability, please upload a copy of your evidence to MyNottingham so we can contact you to help arrange your support. The evidence required depends on the nature of your disability.

Specific learning differences, such as dyslexia, dyspraxia, ADHD We accept both pre- and post-16 evidence from:

- An educational psychologist, specialist teacher, occupational therapist or equivalent
- EHC plans or reports from an appropriately qualified medical practitioner

Evidence must include appropriate diagnostic information of the assessment carried out to identify your specific learning difference

Evidence must be provided in English. If a translation is required, it is your responsibility to arrange this with an accredited professional translation service

We will not accept the following as suitable evidence:

- A Disabled Students' Allowance needs assessment report
- An access arrangement form (Form 8)
- A Meares-Irlen Syndrome assessment report

If you think you may have a specific learning difference but have never had a formal assessment, find out more about screenings and formal assessments at:

www.nottingham.ac.uk/studentservices/servicedetails/disability-support-services/disability-support-services.asp

Long-term health condition, a mental health issue or a disability

You should provide evidence from a suitably qualified medical professional, such as a GP, consultant or specialist nurse, showing that your long-term health condition, mental health issue, or disability has lasted or is likely to last for more than 12 months.
The evidence must include:

- The name of the condition
- When the condition was diagnosed/identified
- How long the condition has lasted, or is likely to last
- The main effects of the condition (such as mobility impairment or short-term concentration ability)
- Any side effects of any medication or treatment

Evidence must be provided in English. If a translation is required, it is your responsibility to arrange this with an accredited professional translation service.

We will accept the Student Loan Company DSA medical form, signed by a medical practitioner.

We will **not** accept a disabled Students' Allowances Needs Assessment Report as suitable evidence.

**Pursuing evidence of a disability, long-term health condition, mental health issue or specific learning difference**

This may be particularly relevant to students pursuing a medical identification of ADHD or Asperger’s Syndrome where a timeframe of 12 to 24 months may be required.

We will consider making reasonable adjustments if you provide the following evidence:

- You are pursuing the evidence required by the University as detailed above
- You are experiencing a demonstrably significant impact on your day-to-day life and academic work
- Our specialist, academic and welfare colleagues have significant and consistent concerns about your behaviour and performance

**Upload your evidence to the MyNottingham system**

Please follow these instructions to provide us with your evidence. We will email you after we have reviewed your evidence.

1. Go to [mynottingham.nottingham.ac.uk](http://mynottingham.nottingham.ac.uk)
2. Log in using your University username and password
3. Click the 'Support' icon
4. Under 'Support type', select ‘Disability and Academic Support’
5. Under 'Support sub-type', select ‘Medical Evidence’
6. Type "Disability Support" into the Summary and Details sections.
7. Click ‘Attach Files’

8. Select your document. Repeat to attach another document if required.

9. Click ‘Done’

10. You will return to the 'Support' view, now click ‘Submit’

Please email disability-supportservices@nottingham.ac.uk if you require further information.