How to submit a Student Assistance Fund on the DCU Engage Portal.

**Applications must be submitted using your DCU Email Account only**

1. Log into the Engage portal (click here)
2. Click the Sign in icon on either section – highlighted in the Purple box and arrow.

3. Click the DCU Student Log in Button.

4. Log in using your DCU Email Address – then your username and password
5. When you log in you will see the Student Assistance Fund on the tool bar. Your name will appear in the Top Right Hand Side of the Tool Bar.

6. Click the Student Assistance Fund to complete your application.
7. To view your application at a later stage, click My Student Assistance Fund Application.

8. Please read the [Student Assistance Fund Guidelines (SAF 2.1)] and the details on first page.
9. When you have read and fully understand the terms and conditions, please tick the box and click apply now.

10. Your student details will appear on the engage portal. These details are populated from your DCU Portal page. If any of these details are incorrect, log into your DCU Student Portal page to correct them (this can be done after you have submitted your SAF application). There are 11 sections in total. To progress to the next section please just click save and next icon.

11. After you complete section 11, click the submit icon. When you have submitted your application you will get a confirmation email from the SAF team.

12. The application will take 4 – 6 weeks to be processed and you will be notified of the outcome by email.