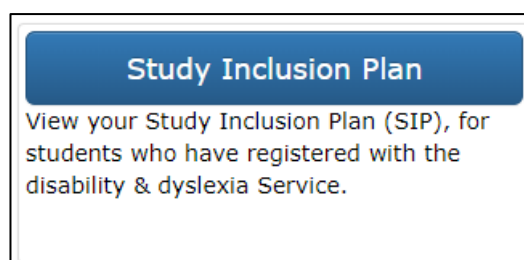


# Reconfirming your Study Inclusion Plan

If you have a Study Inclusion Plan (SIP), you'll need to review it and reconfirm it to your teachers each academic year. If you're reviewing your SIP for the first time, there are additional steps. Another short guide is available which you should follow instead.

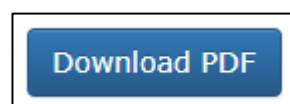
Follow these steps to resend your SIP to the staff teaching you this year:

1. Go to **Online Student Services** (<https://studentonline.soas.ac.uk>) and log in with your usual SOAS IT account ID and password.
2. Click the **Study Inclusion Plans** button.
3. Click the **Review SIP** link at the top of the screen



[Start](#) / [Disability details](#) / [Impact of disability](#) / [Exams arrangements](#) / [Study adjustments](#) / **Review SIP**

4. Use the blue **Download PDF** button to download a PDF copy of your SIP. If you want to make any additional teaching staff aware of your SIP, you can send this PDF to them by email.
5. Click the green **Confirm** button to redistribute your SIP to your new module convenors.
6. You should receive an email confirming who your SIP has been sent to. If you wish to share your SIP with staff not listed in this email, you'll need to send them the PDF you downloaded in step 4.



**For more information, see the SIP FAQ's**

<https://www.soas.ac.uk/study-inclusion-plans>

Please note: If you wish to update your SIP or you would like assistance with reconfirming your SIP, please contact Disability & Neurodiversity team (DNT) via SID on <https://www.soas.ac.uk/sid/> or [disabilities@soas.ac.uk](mailto:disabilities@soas.ac.uk).

Information on further support

<https://mysoas.sharepoint.com/sites/DisabilityAndNeurodiversity>