

INSTRUCTIONS REGARDING ONLINE APPLICATION:

1. The student can log on in the website www.scholarships.gov.in and Fresh applicants should select the option “New User ? Register Now” and Renewal students should select the option “Student Login”, on the home page of National Scholarships Portal. Fill up the application as per the instructions given by the system.
2. The student should also scan the enclosures and upload them. Maximum file size is 100 KB. Supported file type are *.png, *.jpg, *.jpeg, *.tiff, *.gif. Once registration is complete click “Confirm & Submit Application” a Permanent Registration ID is generated and the online application will be forwarded to the Institution. The Institution will scrutiny and verify the applications and forward the applications to the next level as soon as possible. This Permanent ID can be used for Renewal and tracking the status of the online application.
3. Renewal: Renewal Students have to apply with their Permanent id which they got previous year or the bank account number which they applied in previous year. Those students who are having arrears in previous year are not eligible to apply for Renewal scholarship.
4. While entering basic parameters like religion, name of the institution, percentage of marks, parental annual income and bank details students are requested to concentrate as these details cannot be edited at any level.
5. If the student is a hosteller then hostel fee receipt should be enclosed as scanned copy or a declaration by institution that the student is a hosteller.
- 6. Submission of Aadhaar Number is mandatory.** Therefore students should enter Aadhaar number in online application. They are also requested **to link Aadhaar Number in their Bank Account**. For this purpose student are requested to kindly contact their respective Banks and link Aadhaar number in their Bank account without fail.
7. Account should be opened in the name of Student in any Nationalized Banks. Scholarship could not be sanctioned to students who enter their Bank Account No. or IFS Code incorrectly. Hence, students are requested to pay more attention while feeding the data in the computer.

List of Documents to be uploaded in online by the students are:

1. Recent passport size photograph of the students.
2. Proof of Religion: Self Declaration of Religion as per format specified in the portal.
3. Income Certificate: Self Declaration as per format specified in the portal. Annual Income from all sources of the student’s parent or Guardian should not exceed Rs.1.00 Lakh for Pre-Matric, 2.00 Lakh for Post-Matric and 2.50 Lakh for Merit-cum-Means based Scholarship.
4. Fee Receipts issued by the Institution as proof for payment.
5. Clear copy of Bank pass book as proof for Bank Account number and IFS code (11 digits) of the student bank.
6. If a student is a hosteller then hostel fee receipt should be enclosed or a declaration by Institution that the student is a hosteller.

Scanned documents to be uploaded for verification for Merit-cum-Means based Scholarships are given below:

Professional / Technical Courses	Fresh scholarship	For Renewal Scholarship
All UG courses	1) HSC marks sheet 2) For Lateral Entry only, Consolidated mark sheet / Final year mark sheet.	Previous Year Examination (Semester / Non Semester) Without any arrears
All PG courses	Consolidated mark sheet of UG / Final year mark sheet.	

For applying online scholarship, log on to: www.scholarships.gov.in