FREQUENTLY ASKED QUESTIONS TO HELP/SIMPLIFY ONLINE SUBMISSION OF APPLICATIONS UNDER PRE-MATRIC, POST MATRIC AND MERIT CUM MEANS BASED SCHOLARSHIP SCHEMES

Q.No. 1. Who are eligible to apply for Pre-Matric, Post Matricand Merit-cum Means based Scholarship Schemes?

Ans: Students belonging to notified minority communities viz. Muslim/Christian/Sikh/Buddhist/Jain/Parsi (Zoroastrian) studying in India only and fulfilling the Scheme guidelines are eligible to apply for these scholarships.

Q.No.2. What is the last date for submitting applications online?

Answer: *For Merit cum Means based Scholarship:* In case of **Fresh** Scholarships for the year 2015-16, students can apply online from **01.06.2015** to midnight of **30.9.2015.**
   In caseof **Renewal** scholarships students can apply online from **01.06.2015** to midnight of **15.11.2015**.

   For Post Matric Scholarship: In case of **Fresh** scholarships for the year 2015-16 students can apply online from **01.06.2015** to midnight of **15.9.2015.**
   In case of **Renewal** scholarships students can apply from **01.06.2015** to midnight of **10.10.2015**.

   *For Pre-Matric Scholarship:*Student can apply online from **01.05.2015** to midnight of **31.07.2015**.

Q.No. 3. How can I apply online for scholarship?

Answer: The Pre-Matric, Post Matric and Merit cum Means based Scholarship Schemes are online Schemes. In order to apply online please visit the website through URL www.scholarships.gov.in link to the site is also provided in the website of the Ministry of Minority Affairs, i.e. www.minorityaffairs.gov.in.

Q.No.4. How to submit the online application

Answer: Applying procedures for both Fresh and Renewal Scholarship are given below:

- **Fresh:**

Step 1: Go to the home page of website **www.scholarships.gov.in** and click on **Student Login→Register→select 'Domicile State'→ Select 'Fresh'** to access the application form.

Step 2: The system will instruct the applicant to fill up the application in five different tabs:

(i) PERSONAL DETAILS (ii) ACADEMIC DETAILS (iii) SCHEME DETAILS (iv) BANK DETAILS (v) CONTACT DETAILS. Students have to submit the application accordingly. After filing up the **PERSONAL DETAILS**, student will get a **"Temporary Id(TEMPID)"**. The rest of the tabs can be filled in multiple sittings by using this TEMPID and Date of Birth before final submission.

Step 3: After submitting, a **"Permanent Id"** will be generated. Student should remember the PID which will be required to open the submitted application and to check the online application status further.

- **Renewal:**

Step 1: Go to the option **Student Login→Register→select 'Domicile State'→ Select 'Renewal'.**

Step 2: Renewal Students have to enter their **Bank Account no. and Date of Birth** which was entered in previous year (i.e. 2014-15) while applying for online scholarship on www.momascholarship.gov.in.

Step 3: Next procedure will remain the same as Fresh Registration.

(Note: In case of Pre-Matric Scholarship, all applicants should apply as fresh case)

Step 4(Common for Fresh & Renewal): After completion of online application form, students have to upload the required documents as per the online instructions. Uploading of documents is mandatory for both Fresh and Renewal cases under Post Matric and Merit cum Means and Scholarship Schemes. Uploading of documents is mandatory in case of Pre matric Scholarship Scheme also, if student is applying online.

The list of documents to be uploaded for both Fresh & Renewal Scholarships under Pre-Matric, Post Matric & Merit cum Means is as under:

1. Student Photo. *(Mandatory)*

2. Institution Verification Form. *(Mandatory)*

3. Income Certificate issued by an authorized Officer in the State/UT - *(Mandatory)*

4. Declaration of the Student. *(Mandatory)*

5. Religion Certificate. (Mandatory)

6. **(i) In case of Fresh:**   Self-Attested Certificate of '**Previous Academic Marksheet'** as filled in the Form. *(Mandatory)*.

   (ii) In case of Renewal: Self-Attested Certificate of **Previous Year Marksheet** as filled in the Form. *(Mandatory) (Not applicable for Pre-Matric)*

7. Fee Receipt of 'Current Course Year'. *(Mandatory)*

8. Proof of Bank Account in the name of Student. *(Mandatory)*.

9. Aadhaar Card *(Optional)*

10. Residential Certificate *(Mandatory)*

Q.No.5. What instructions should be followed by student while filling up Bank Account details?

Answer:
(i) Students must select their bank/branch name carefully from the drop down list.
(ii)Thereafter the complete account no. must be entered correctly. (Any variation in the bank account digits will be subject to rejection). Students are suggested to get their account number verified by their concerned Bank Branch. If bank details entered by students are found incorrect, the scholarship amount will not be transferred, though the application is approved for scholarship.

(iii) IFS Code must be selected correctly from drop down list.

(iv) Bank Account holder must check their 'Know your Customer' (KYC) status from bank and if required the KYC must be done for successful transaction of scholarship amount.

(v) Bank Account must be operational/active.

(vi) Bank Account must be preferably in any Nationalized Bank with core banking facility.

(vii) Bank Account must be in name of student only.

Q.No.6. Can I edit the information already saved and uptowhat time?

Answer: You can edit information filled by you until you **submit** the

online application. To edit the application, go to the option **"Student login"**➔enter the application id then click on submit '**login**' button.

Q.No.7. Which fields I can edit?

Answer: -You can edit all details except the details entered in **"Personal Details"**tab. It may be noted that once you click on "**Confirm and Submit"** button your application will be forwarded to the next level and then **youcannot edit further.**

Q.No.8. Which fields in the application form are mandatory?

Answer:- Fields provided with red asterisk(*) mark are mandatory fields.

Q.No.9. Do I have to fill up the online application in one sitting?

Answer: - No. You can fill up the online application in many sittings, until you are satisfied that you have entered all desirable fields correctly.   The software provides facility to save your application at every stage until you click on '**Confirm &Submit'** button.

Q.No.10. What is UID number/AadhaarNumber?

Answer: UID number otherwise known as 'Aadhaar' number is Unique Identification Number given by Unique Identification Authority of India (UIDAI). The Aadhaar Number should be seeded with the Bank Account in which Scholarship Amount is desired to be transferred. For this the concerned Bank may be contacted with a copy of the Aadhaar card.

Q.No.11. Do I need to get my Aadhaar Card to apply for Scholarship?

Answer:Aadhaar no. is optional for the Students in order to fill up the application form online. Students can also apply for Scholarship without entering the Aadhaar no. However, it is emphasized that student should enroll for Aadhaar at the earliest opportunity.

Q.No.12.What is a Temporary ID?

Answer: Temporary ID (TID) is only a reference number provided to the applicants as a token of their registration in the online database.

Q.No.13. Is there any Permanent ID?

Answer: Yes. A Permanent ID (PID) will be provided to the candidate once his/her application is submitted online. It will be conveyed to candidates through SMS and e-mail. Students should remembertheir PID as it will be required while applying for renewal. Receipt of PID does not give itself a guarantee for award of scholarship.

Q.No.13. What should I do if I forget my Temporary ID/Permanent ID?

Answer: The process of re-collection of the Temporary/Permanent id is given as below:

"Student login-->Forgot Registration Details?"then enter the basic fields accordingly and click on the button **"Get Registration details""**.

Q.No.14. What should I do, if I do not find my institute name in the drop-down menu?

Answer: You should immediately approach the institute to contact with the nodal officer of the State where the institute is located. You can also approach the Nodal Officer of that State directly through e-mail under intimation to the Ministry of Minority Affairs. If your institute is an eligible institution, the State Government concerned would enter it into the database and then you can apply.

Q.No.15. How should I check the status of my application online?

Answer: You have to login under the option '**Student Login'** by entering your *Permanent id* and *Date of Birth*. Once login, you will be able to view the option '**Check Your Status'**. Under this option you can check your online status.

Q.No.16.How do I know the name and address of Nodal Officer/State Department of my State?

Answer: The name and contact details of the Nodal Officer/State Department of all States/UTs are available under the link of **Ministry of Minority Affairs** on the home page of National Scholarship Portal (NSP).

****