GUIDELINES FOR SCHOLARSHIP APPLICATION

Scholarship is based on assessment of need and merit as well as availability of funds. Selection will be decided on the basis of information provided in this form and investigations for the authentication of provided information. Candidate may be required to appear for interview (s).

PROVIDING FALSE INFORMATION

Providing false information may result in one or all of the following:

- Cancellation of admission.
- Rustication from the university.
- Initiation of criminal proceedings.
- Disqualification for award of any future loan/scholarship.
- Refund of all the payment received and or a penalty equal to total scholarship amount.

INSTRUCTIONS FOR FILLING OUT THE SCHOLARSHIP APPLICATION FORM:

- ✓ Fill in the form using black ball point pen and write in capital letters
- ✓ Read the application form carefully.
- ✓ Make a photocopy of the application form
- ✓ Complete the photocopy form and make sure everything is correct and final
- ✓ Copy all information from photocopied form to the original form
- ✓ Submit duly completed application form to the admission office or focal person
- ✓ Furnish factual, comprehensive and authentic information in the form
- ✓ For family financial reporting parents/guardian may be consulted for guidance
- ✓ Whenever in doubt or lost, seek help from the Focal Person
- ✓ Ensure that you have attached all the required documents by putting a tick mark in checklist
- ✓ Answer all questions. Those not applicable should be marked “N/A”

Application Form Check List

SN	Description	Tick the relevant
1	Copies of computerized NIC of: (in case of deceased, attached death certificate of only parents)	
	Father	☐
	Mother	☐
	Guardian	☐
	Applicant (NIC /Form B)	
2	I) **Salary Certificate** of latest month (if Govt/ Private servant) / (2) **Income Affidavi**t on legal stamp paper (if self employee) / (3) If **Pensioner** required bank statement of latest 3 months	
	Father	☐
	Mother	☐
	Guardian	☐
3	Copies of last month utility bills	
	Electricity	☐
	Gas	☐
	Telephone (if applicable)	☐
	Water	
4	Attested copy of rent agreement (if applicable)	☐
5	Copies of last & latest fee receipts of applicant and siblings	☐
6	Copies of Medical bills/ expenditure related documents (if applicable)	☐
7	Copies of previous scholarship(s) attained (if applicable)	☐

*Tick the Section When Completed

I	Section A: Personal and family information	☐
II	Section B: Cumulative information of Self, Parents & Guardian Assets	☐
III	Section C: Financial arrangements for current year	☐
IV	Section D: Educational Record	☐

DO's:

- Send your application by post or submit by hand to the student financial aid office or admission office or focal person.
- Place documents in right order as per above sections (1 to 10)
- Put all amounts in Pak Rs.
- Do consult with parent(s)/guardian(s) for financial data accuracy & reliability
- For the information not present/relevant write in capital letters **N/A**

DO NOT:

- Provide False/vague/ incomplete information.
- Overwrite/ scratch on the form. Send scholarship application form directly to HEC

Name of the University: _____

Degree Title / Program: _____

Semester and Session: _____

1. **Applicant's Name:** _____ Gender: Male ☐ Female ☐
2. Applicant NADRA NIC No. ☐☐☐☐☐-☐☐☐☐☐☐☐-☐☐
3. Marital Status Single ☐ Married ☐ Divorced ☐
4. Age: _____ Domicile _____
5. Present Address _____
6. Permanent Address: _____
7. Tel (Res.): _____ Mobile: _____ Email: _____
8. Are you currently working: Yes ☐ No ☐
9. If answer is Yes, then fill the s.no 9 & 10
   Designation: _____ Name of Employer /Company: _____
10. Total Monthly Applicant Gross Income in Pak Rs. _____
11. Total Monthly Applicant Take Home Income* in Pak Rs. _____
    * Take Home Income: Salary / Pay available after deduction of taxes, provident fund charges etc.

12. Father's Name: _____ Computerized N.I.C. No _____

13. Status: Alive ☐ Deceased ☐ Divorced ☐ Separated
14. Professional status: Employed ☐ Retired ☐ Business Owner ☐
15. Name of Company/Employer: _____
16. Tel (Off): _____ Mobile: _____
17. Occupation Type: _____ NTN _____
18. Designation & Grade (BPS/ SPS/PTC etc): _____ Gross Monthly Income: _____
19. Total Net Monthly Take Home Income (Salary/ Pension/ Others): _____
20. **Total Family Members currently living with you**: _____

S #	Name of Family Member (s)	Relationship	Marital Status	Remarks (studying/employee/jobless/
1				
2				
3				
4				
5				
6				

21. Brothers/Sisters/Children/Family Members studying _____

S #	Name	Relation with applicant	Name & Address of Institute	Fee per month
1				
2				
3				
4				
5				
6				
21	Total Fees & Tuition Charges			

22. Details of Family Members Earning *(Take extra sheet if required)*:

S #	Family Member Name	Relationship	Family Member occupation (Specify)	Organization Name	Designation	Monthly Gross Pay/Earning	Remarks
1		Father					
2		Mother					
3		Guardian					
4		Self					
22	Total Monthly Family Income (add self income, if applicable) Pak Rupees						

23. Asset Income (on monthly basis)

S #	Income Source	Father	Mother	Spouse	Self	Other	Total Amount
1	Property Rent						
2	Land Lease						
3	Bank Deposits*						
4	Shares / Securities*						
5	Other (Specify)						
23 A	Total amount						

24. Total Family Monthly Income from All sources

S #	Family Member Name	Relationship	Monthly Income from Assets **(total of 23 A)**	Monthly Gross Pay/Earning	Monthly Net (Take home) Pay/Earning
1		Father			
2		Mother			
3		Guardian			
4	Applicant Monthly Gross Pay/Earning if applicable **(section no 9)**				
5	Applicant Monthly Net (Take home) Pay if applicable **(section no 10)**				
24-A	Total Monthly Income in Pak Rupees				
24-B	Total Annual Income in Pak Rupees				

25. Accommodation Expenditures

Type: Bungalow ☐ Apartment /Flat ☐ Town House ☐ Village House ☐

Status: Rented ☐ Self ☐ Family owned ☐ Employer / Govt Owned ☐

Rent Payment: Self ☐ Employer/Govt ☐ Others ☐

If Self or Family owned House / Plot Size in Marla. _____

S #	Accommodation Location /Address	Number Of Bed Rooms	Accommodation Monthly Rent (if applicable)	Accommodation Annual Rent
		1-2 ☐ 2-4 ☐ 4-6 ☐ Above 6 ☐		
25 A				

26. Any other house/flat owned by the Parents/Guardian (if yes please specify with location and size)_____

27. Utilities Expenditures

Average of Last 6 months Bills Paid (as total amount of 6 months bill divided by 6)				
Tel / Cell + Net	Electricity	Gas	Water/ Tanker	Total Utilities Expenditure

28. Total Family Expenditures

S #	Per month Education Expenditure (including candidate) (total of 21A)	Accommodation Expenditure (total of 25 A)	Total Utilities Expenditure (total of 27 A)	Family Medical Expense	Family Food (kitchen) Expense per month	Family Miscellaneous (Traveling, books, pocket money etc)	Total Family Monthly Expenditure (A)	Total Annual Expenditure (B)
28								

S #	Description	Amounts in Pak Rupees
(Sec.24A)	Total Monthly Income	
(Sec. 28 A)	Total Monthly Expenditure	
29 (24.A – 28 A)	Net Monthly Disposable Income*	

S #	Description	Amounts in Pak Rupees
(Sec.24B)	Total Annual Income	
(Sec. 28 B)	Total Annual Expenditure	
30 (24.B – 28B)	Net Annual Disposable Income*	

* If the monthly / Annual Disposable Income is negative, kindly explain the reasons for the gap, and the arrangements through which the differential gap is met by the family

31. Assets (with current market value)

Does the family own any Transport? Yes No

	Transport Type (Car/ Motor cycle/ Others*)	Make /Model	Engine Capacity (CC)	Registration No.	Ownership Period
1					
2					

* Others: include tractor, rickshaw, bi-cycle, motorcycle rickshaw, carriage pick, truck etc. If yes kindly fill the relevant details: _____

32. Number of Cattle(s) (with kind) _____

33. Area and location of Land(s)/Plot(s) owned _____

Assets Title	Qty	Size	Location (Address)	Cultivable Area	Agricultural Yield per Acre
Residential					
Commercial					
Agricultural					
Employer/Govt Scheme					

34. Assets worth (Current Market Value in Pak. Rs.)

S #	Assets Title	Father	Mother	Spouse	Self	Guardian	Total
1	House						
2	Business						
3	Land & Building						
4	Bank Balance						
5	Stocks/Prize bond						
6	Others/ Cattle(s)						
35.	Total						

36. How were the admission / semester charges paid?

_____

_____

37. If fee paid through loan (specify details of loan taken and relationship with the relative / friend)

_____

_____

38. Any source of financing other than loan (Please specify)_____

_____

_____

_____

39. Applicants educational record:

Level of Study	Name and Location of Institute	Per Month Fee	To- From month/ yr.	Division/ GPA/	%age / CGPA
Bachelors					
Intermediate					
Secondary					

40. Have you ever got any other Scholarships: Yes _____ No _____

(If yes fill the details of scholarships & attach documentary proof of the scholarships)

S #	Name of Institute	Scholarship Name	Total Scholarship Amount	Total Scholarship Period	Class / Level at which Scholarship was granted
1					
2					

41. **Statement of Purpose** (Explain your suitability for this scholarship)

42. _____

_____

43. UNDERTAKING

1. The information given in this application are true to the best of my knowledge and I understand that any incorrect information will result in the cancellation of this application. If any information given in this application is found incorrect or false after grant of financial assistance, the institute will stop further assistance and the student will have to refund all payment received and or penalty equal to total scholarship amount.
2. HEC reserves the right to use information given in this form for verification and other purposes.

Date: Parents / Guardian Signature _____ Applicant Signature: _____

For Official use only

Are the applicant documents in order? ☐ Yes ☐ No

Application Case Review Dates (i) _____(ii) _____

Additional Remarks_____

_____ _____ _____

Date Department Name Signature Head of Department / Focal Person