



HEC Needs Based Scholarship Program SCHOLARSHIP APPLICATION FORM

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 and leave space between words
- ✓ 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 Financial Aid 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 / Financial Aid Office
- ✓ Check your application for spellings, grammatical errors and factual oversight
- ✓ Keep a photocopy of the filled-in original application form for your record
- ✓ 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”
- ✓ Affidavit Needs to be submitted after final selection of the candidate

Definitions:

Family: Father, mother(s), brother(s), sisters(s), Maternal / Paternal Uncles (s) & Aunts, Grandparents etc.

Pucca House: A pucca house is one, which has walls and roof made of the following material.

Wall material: Burnt bricks, stones (packed with lime or cement), cement concrete, timber, ekra etc

Roof Material: Tiles, GCI (Galvanised Corrugated Iron) sheets, asbestos cement sheet, RBC,(Reinforced Brick Concrete), RCC (Reinforced Cement Concrete) and timber etc.

Kutch House: The walls and/or roof of which are made of material other than those mentioned above, such as un-burnt bricks, bamboos, mud, grass, reeds, thatch, loosely packed stones, etc. are treated as kutch house.

Semi -Pucca house: A house that has fixed walls made up of pucca material but roof is made up of the material other than those used for pucca house.

Others: The houses, which are not covered by the types mentioned above, are to be treated as of ‘others’ type.

Application Form Check List

SN	Description	Tick the relevant
1	Copies of computerized NIC of	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
2	Income Tax Certificate	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
3	Copy of last Income Tax Return (if applicable)	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
4	Salary Certificate of	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
5	Copies of last month’s utility bills	
	Electricity	<input type="checkbox"/>
	Gas	<input type="checkbox"/>
	Telephone	<input type="checkbox"/>
	Water	<input type="checkbox"/>

- 6 Attested copy of rent agreement (if applicable)
- 7 Copies of last & latest fee receipts of self and siblings * (if applicable)
- 8 Copies of Medical bills/ expenditure related documents (if applicable)
- 9 Copies of pervious scholarship(s) attained (if applicable)
- 10 Statement of Purpose & two passport size Photographs
- 11 Rent Agreement (if applicable)
- 12 Death Certificate (if applicable)

* Siblings are brother & sisters

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

DOs:

- Send your application by post or submit by hand to the Financial Aid 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 NOTs:

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

FOR OFFICIAL USE ONLY

It is certified that form is correctly filled and complete. All required informations/ documents are attached with the application form:

Signed and Stamped
Departmental Focal Person

On the report of Departmental Focal Person and keeping in view the financial position of the applicant I, hereby placed him in the category of *_____ Original application duly signed by the Dean is forwarded to the Director SFAO for further necessary actions.

Signed and Stamped
Chairperson/HoD/Co-ordinator

Diary No. _____
Date: _____

Any additional remarks of the focal person /chairperson/ Dean

I, hereby endorse the recommendations of the chairperson/HoD/Coordinator

Signed and Stamped
Dean Faculty of _____

Received No at SFAO _____
Dated: _____

I have re-checked the application form and got completed it in all respects from the student/HoD where required. All informations and documents are crossed checked and got verified from different sources. All entries are found correct and complete.

Office Assistant

**Assistant Director
(SFAO)**

Mirpur University of Science & Technology (MUST), Mirpur
(Azad Jammu & Kashmir)

Evaluation Performa for award of Scholarship to Needy Students

Name: _____

Father's Name: _____ Session: _____ Semester: _____

Level of Impoverishment/Financially Challenged:	Maximum Marks=50	Marks	Numerical Evaluation	Marks Obtained	
Income of the father/mother/Guardian/any other sponsor		15		Upto Rs. 50000=4 , Upto Rs.40000=6, Upto Rs.30000=8, Upto Rs.20000=10, Below Rs.20000=15	
Nos. of dependent(s)		5		1 for each dependent	
Educational expenditures		10		60% of income=10, 50%=8, 40%=6, 30%=4, 20%=2	
Living/ Food expenditures		10		30% of income=10, 40%=8,50%=6,60%=4,50%=2	
Miscellaneous Characters		10		Disable= 04, Orphan=04, permanent diseased = 02,	
		Total			

Academic/Non Academic Performance	Maximum Marks=25	Marks	Results in examinations	Marks Obtained																										
Previous record (last 02-years)		16		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Level of Certificate</th> <th>80% & above</th> <th>70% & above</th> <th>60% & above</th> <th>below 60%</th> </tr> </thead> <tbody> <tr> <td>S.S.C</td> <td>04</td> <td>03</td> <td>02</td> <td>01</td> </tr> <tr> <td>H.S.S.C</td> <td>04</td> <td>03</td> <td>02</td> <td>01</td> </tr> <tr> <td>U-Graduate</td> <td>04</td> <td>03</td> <td>02</td> <td>01</td> </tr> <tr> <td>Graduate</td> <td>04</td> <td>03</td> <td>02</td> <td>01</td> </tr> </tbody> </table>	Level of Certificate	80% & above	70% & above	60% & above	below 60%	S.S.C	04	03	02	01	H.S.S.C	04	03	02	01	U-Graduate	04	03	02	01	Graduate	04	03	02	01	
Level of Certificate		80% & above	70% & above	60% & above	below 60%																									
S.S.C		04	03	02	01																									
H.S.S.C	04	03	02	01																										
U-Graduate	04	03	02	01																										
Graduate	04	03	02	01																										
Sessional/attendance/curricular/performance	6		90%= 6, 80%= 4 70%=2,																											
Co-extracurricular/performance	3		Sports= 1, humanitarian & volunteer=1 Debates & miscellaneous Skills= 1																											
		Total																												

Departmental Evaluation on the basis of record/oral interview	Maximum Marks=25	Marks	Justification	Marks Obtained	
Chairman		5			
Dean		5			
HBLF-SMC		15			
		Total			
		Grand Total			

DFP _____ HOD _____ Dean _____

Name of the University: _____
 Degree Title / Program: _____
 Category: _____ Subsidized / Regular Semester: _____

Affix two
 Passport size
 Photographs

Section A:

Applicant Personal and Family Information

1. **Applicant's Name:** _____ Gender: Male Female
 2. University Reg. No:
 3. Applicant NADRA NIC No.
 4. Marital Status Single Married Divorced
 5. Date of Birth: _____ Age: _____ Nationality _____
 Place of Birth (Name of City, Country) _____
 Domicile: _____ District: _____ Tehsil: _____
 6. Present Address _____
 7. Permanent Address: _____
 8. Are you currently working : Yes No
 9. If answer is Yes to Section No. 8 complete the sections (9-13)
 Job Nature: _____ Designation: _____
 Name of Employer/Company (if any): _____
 10. Previous Employer/Company Name (if applicable): _____
 11. Total Monthly Applicant Gross Income in Pak Rs. _____
 12. Total Monthly Applicant Take Home Income* in Pak Rs. _____
 13. Total Annual Applicant Gross Income: _____ Applicant NTN No. _____
- * Take Home Income: Salary / Pay available after deduction of taxes, provident fund charges etc.
14. Tel (Res.): _____ Mobile: _____ Email: _____
 15. Total Members in the Family: _____
 16. Total Family Members currently living with you: Total: _____ Male: _____ Female: _____
 17. Total Number of Brothers/Sisters married Total: _____ Brothers _____ Sisters _____

S #	Name of Family Member (s)	Relationship	Marital Status	Remarks**
1				
2				

3				
4				
5				
6				
7				

**Remarks: List down the number of dependents supported by married brother(s)/ sister(s)

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

Details of Siblings Studying including the applicant own detail

S #	Name	Relation with applicant	Name & Address of Institute	Institute Type (Public/Private)	Fee per month	Tuition per month (If applicable)
1						
2						
3						
4						
5						
6						
22	Total Fees & Tuition Charges (Per Month)					

19. **Fath e r 's Na** _____ Computerized N.I.C.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

me:

20. Father Status: Alive Deceased (if deceased please mentioned the date of demise (dd-mm-yy) _____)

21. Professional status: Employed Self-Employed Retired Un-Employed Disabled

If answer is Employed complete the sections (22-30) else from (27-30)

22. Name of Company/Employer: _____

23. Address: _____

24. Tel (Off): _____ Mobile: _____

25. Occupation: _____ Govt. Private Others

26. Designation & Grade (BPS/ SPS/PTC etc): _____

27. Total Gross Monthly Income (Salary/ Pension/ Others): _____

28. Total Net Monthly Take Home Income (Salary/ Pension/ Others): _____

29. Previous Occupation (if applicable): _____

30. Total Annual Income: _____ NTN _____

31. **Mother's Status:** Alive Deceased (if deceased please mentioned the date of demise (dd-mm-yy) _____)

32. Marriage Relationship: Combined Separated/Divorced

33. Professionals Status: Working Not Working

Any Other Supporting Person (Mother/ Guardian/ Brother/ Sister/Family Relative/Guardian) [Add Page if required]

34. Name: _____ Relationship: _____

35. Address: _____

36. Tel (Off/Res) _____ Mobile No. _____ NIC no. _____

37. Occupation _____ Govt. Private

38. Designation _____ Name of Company/Employer _____

39. Total Monthly Gross Income (Salary/ Pension/ Others) _____

40. Total Net Monthly Take Home Income (Salary/ Pension/ Others): _____

41. Total Net Annual Income _____

42. Total Earning Members in Family: _____

43. Total No. of family members not earning _____ 44. Monthly Financial Support Available from supporting person to Applicant in Pak Rs. _____

45. Asset Income (on monthly basis)

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

* For sources with annual income returns, kindly report the monthly income earned

46. Details of Family Members Earning:

S #	Family Member Name	Relationship	Family Member occupation ***	Organization Name	Designation	Monthly Gross Pay/Earning	Monthly Income from Assets (sec.45)	**Remarks
1								
2								
3								
4								
44	Total Monthly Family Income (add self income, if applicable)							
	Pak Rupees							

** Please mentioned if the Family member supporting to Family in Remarks Column (Yes/No)

*** Family Member Occupation classification

1. Government Service (Specify the employment grade BPS/SPS/PTC etc.)
2. Private Job
3. Agriculture/Farming
4. Own Business (Self Employed). Details/nature of self business need to filled in at remarks column
5. Others. Details/nature of self business need to filled in at remarks column

FAMILY EXPENDITURES

47. Accommodation Expenditures (Please Check the relevant boxes)

a) **Type:** Bungalow Apartment /Flat Own House Hage House

b) **Structure:** Pucca House Kutchra House Semi Pucca House Others (Detail available at Page 1 &2)

c) **Status:** Rented Self or Family owned Employer / Govt Owned

d) **Rent Payment:** Self Employer/Govt Others

Total Size of the House in Sq. ft. _____ Covered Area in Sq. ft. _____

e) **Residence Location:** Rural Urban

S #	Accommodation Location /Address	Number Of Bed Rooms		Number Of Air conditioners		Accommodation Monthly Rent (if applicable)	Accommodation Annual Rent (if applicable)
		1-2		Nil			
		2-4		1-2			
		4-6		3-6			
		6-8		6-8			
		Above 8		Above 8			
48	Total Accommodation Rental Expenditure						

- a) No. of servants in the Home: _____
- b) Any other house/flat owned by the Parents/Guardian (if yes please specify with location and size) _____

49. Utilities Expenditures

Last Month Utilities Paid			
Telephone	Electricity	Gas	Water

Average of Last Six Months (Per Month Utilities Charges)					
S #	Telephone	Electricity	Gas	Water	Total
49					

***Please write 'NA' where facility is not available.**

50. Family's Monthly Food /Kitchen Expenditures _____

51. Family's Medical Expenditures: Average of last six months (Per Month Expenditure) _____

Medical Facility: Government / Employer _____ **Self:** _____

52. Travelling/ Miscellaneous Expenditures

Average of last six months (Per Month Expenditure) _____

Total Family Expenditures

S #	Education Expenditure (Sec. 22)	Accommodation Expenditure (Sec. 48)	Utilities Expenditure (Sec. 49)	Food Expenditure (Sec. 50)	Medical Expenditure (Sec. 51)	Misc. Expenditure (Sec. 52)	Total Monthly Expenditure (52.A)
52							

S #	Description	Amounts in Pak Rupees
(Sec.46-A)	Total Monthly Income	
(Sec. 52-A)	Total Monthly Expenditure	
	Net Monthly Disposable Income	

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

Section B:

Cumulative information of Self, Parents and Guardian Assets

Assets (with current market value)

53. Does the family own any Transport? Yes No

If yes kindly fill the relevant details

S #	Transport Type (Car/ Motor cycle/ Others*)	Make /Model	Engine Capacity (CC)	Registration No.	Ownership Period
1					
2					
3					
4					

* Others: include tractor, rickshaw, bi-cycle, motorcycle rickshaw, carriage pick, truck etc.

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

55. Area and location of Land(s)/Plot(s)/House(s)/Fat(s) owned _____

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

56. 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)						
56	Total						

57. Taxes paid (per annum in Pak. Rs) _____

Section C:
Financial arrangements for current year

58. Funds Availability for Applicant Education (per annum in Pak Rupees)

S #	Income Source	Father	Mother	Spouse	Self	Other	Total
1	Salary / Earnings						
2	Family / Friend Advances & Loan *						
3	Bank Loan						
4	Other (Specify)						
58	Total						

* Family/ Friend Loan
(Specify relationship with the relative / friend)

59. Any source of financing other than this scholarship (Please specify)

60. How were the admission /first semester charges paid?

Section D:
Applicant Educational Record

Level of Study	Name of the Institute	*Address of the Institute	Period(Start & End Date)	Per Month Fee	Division/ GPA/ Grade
Bachelors					
Intermediate					
Higher Secondary					
Secondary					
Primary					

* At least the name of the City is required in the field.

61. Have you ever awarded any other scholarship before: 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					
3					

Statement of Purpose (Explain your suitability for this scholarship) - attach separate sheet if required

UNDERTAKING

- The information given in this application is 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.
- HEC reserves the right to use information given in this form for verification and other purposes.

Date:

Date:

Date: Parents / Guardian Signature _____

Applicant Signature: _____

For Official use only

Are the applicant documents in order? Yes No

The notices furnished to the applicant for furnishing of required documentation

S #	Notice Date	Document Name Missing	Document Submission Date	Remarks
1				
2				
3				
4				

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

Additional Remarks

Date

Department Name

Signature Head of Department / Focal Person

SPECIMEN (1 pages)

*Each Page must be executed on stamp paper, Other papers not acceptable, type one side of paper only.
This Affidavit needs to be submitted after final selection*

Deed of agreement

For Undertaking a Course of Studies

Under the Scheme HEC-US Need based Merit Scholarships for Pakistani University Students enrolled in Agriculture & Business Administration study Program formally called as “USAID funded Merit and Needs based Scholarship Program”

Mr./ Ms. _____ son/ daughter of _____

Computerized NIC No. _____ University Reg. No. _____

Dept. of _____ studying in the University _____

hereby called the Approved Student has been selected by Higher Education Commission for the award of scholarship under USAID funded Merit and Needs based Scholarship Project in the field of study (Agriculture / Business) _____ for completion of (B.Sc/ M.Sc , BBA/MBA)_____academic program. The Approved student has agreed to accept the award of the scholarship on the terms and conditions governing the scholarship award.

Now this deed witnesses as under:

- i) The payment of allowances admissible under the scholarship program shall be made subject to the complete adherence to all rules and regulations governing the scholarship program as well as satisfactory performance in the authorized studies.
- ii) The student shall not change the specified course of studies nor register himself/herself for any other course or program/University/Institute without prior approval of the HEC.
- iii) The student shall not extend the specified period of studies without prior approval of the HEC. **In case of selection at any other scholarship scheme the student will immediately report the same at the university.**
- iv) In case the scholar fails to qualify the course/degree for which he/she was awarded scholarship, the HEC reserves the right to recover all the payment received and or a penalty equal to total scholarship amount from the Scholars/Guarantor/University.
- v) The Parents/ Guardian of the student are unable to financially support his/her education.
- vi) The Scholarship will be terminable in the following cases:
 - a) If the student fails to maintain class attendance of 75%.
 - b) If the student is involved in malicious/undesirable activities.
 - c) If the student fails to obey or act in accordance with HEC’s order directing him/her, he/she will be liable to action under the acts/rules in force in the country.
 - d) If the student is punished because of his involvement in violation of the university rules, damage to institute property, misbehaviour with staff or colleagues or any other disciplinary action.
 - e) **If the information provided by the student is found incorrect at any time during his study period.**
 - g) If the student fails to maintain academic standards of the university

AND THE STUDENT FURTHER COVENANTS, that in case of breach of any of the above terms and conditions as well as the rules / terms and conditions those governing scholarship award and / or his / her failure as directed by the HEC for the specified period, the student shall be bound to obey the orders as prescribed and assessed by the HEC shall be final and conclusive.

IN WITNESS WHEREOF, the parties aforementioned have signed this deed in token of acceptance thereof.

Date:

Signature of Student _____

Name:

NIC No.

Signature of Witness No. 1 _____

Name:

NIC No.

Date:

Signature of Parent /Guarantor _____

Name:

NIC No.

Signature of Witness No. 2 _____

Name:

NIC No.