Detailed Instructions for filling up Online Application Form for Scholarship for Higher Education (SHE)

Please read these instructions before filling up your online application format the website www.online-inspire.gov.in

STEPI: New User Registration

The students who apply for the scholarship should first register in the website www.online-inspire.gov.in.

IMPORTANT!   The email ID used for registration must belong to the applicant. Email address must be valid and functional. There is no scope for changing the registered email address in future. All communications shall be sent only to the registered email address.

Go to the website www.online-inspire.gov.in.Click NEW USER REGISTER HERE link.

(i) Name & Gender: Please enter your name as mentioned in your Class XII Mark Sheet. Choose your gender.

(ii) Date of Birth: Please enter correct Date of Birth (MM/DD/YYYY format).No modification can be made thereafter. During the application process, the applicant will be asked to upload his/her Class X Mark sheet or Certificate as proof of date of birth.

(iii) Email: The applicant has to enter his/her own valid & functional email address which will be used for the application process and subsequent communications upon registration.

(iv) Password: Choose your password according to the password policy listed there in.

(v) Eligibility Criteria: For INSPIRE Scholarship, please choose Completed 12th **(Top1% in 12th)**

(vi)Verification Code (CAPTCHA): Student has to enter the verification code visible in the image. The verification code is case sensitive, so enter the verification code correctly. Applicant can change the verification code by clicking the **Refresh image.** Wrong entry of verification code will generate an error.

Please click **SUBMIT** button after entering all the details.

After successful registration, a pop up shall appear with a message that the user id and password has been sent to your registered email id. Please open up your email and click the activation link provided there in and activate your account.

STEP II: SCAN AND SAVE FOLLOWING DOCUMENTS

Before filling application form, please scan and store the following documents as separate files. The same needs to be uploaded as required during the 'On-line Application' process.

Documents Required along with Application:

Before filling application form, please scan and store following documents as separate files. These need to be uploaded as required during the "Online Application" process:

Sl. No.	Name of Document	Type	Maximum Size
1.	**Passport size photograph** (*Mandatory*)	JPEG	50 KB
2.	**Class X Mark Sheet or Certificate**, for proof of Date of Birth. (*Mandatory*)	PDF	1 MB
3.	**Class XII Mark Sheet** (*Mandatory*)	PDF	1 MB
4.	**Endorsement Form signed by the Principal of College/Director of Institute/Registrar of University** (*Mandatory*)	PDF	1 MB
5.	**Eligibility Note/Advisory Note** if provided by the State/Central Board (*Not Mandatory*)	PDF	1 MB
6.	**Certificate specifying Rank or Award in IIT-JEE/AIPMT/NEET/ KVPY /JBNSTS/ NTSE / International Olympic Medalists** (*if applicable*)	PDF	1 MB
7.	**Community/Caste Certificate** (*if applicable*)	PDF	1 MB
8.	Any other supporting documents	PDF	1 MB

- **PLEASE ENSURE THAT THE SCANNED DOCUMENT FILES LISTED ABOVE ARE LEGIBLE AND READABLE.**

- **APPLICATIONS SUBMITTED WITH ILLEGIBLE DOCUMENTS ARE LIABLE TO BE REJECTED.**

STEP III: ONLINE APPLICATION

Step 1:   **LOG in** to the portal by entering the Registered Email-ID as User Name and there registered password.

Step 2:   A screen will appear where you have to **click** '**Scholarship** 'link.

Step 3:   After clicking on '**Scholarship**' link, please click the button '**Apply for Scholarship**

Step 4:   Fill in the fields one by one by clicking the **EDIT button**.

#Personal Particulars (Fields marked*are mandatory)

Click **EDIT** Button

*Upload Photograph**:   Upload the scanned and saved passport size photograph.(JPEG format, maximum size-50KB)

*Father's Name*and Mother's Name**:   Please enter your PARENT'S NAME as mentioned in Your Class XII/X Mark Sheet.

*Upload Class X Mark sheet/Certificate**:   Upload the scanned and saved Class X Mark Sheet/Certificate (PDF format, maximum size –1MB)

Social Community: Upload Caste/Community Certificate if you belong to OBC/SC/ST community*.

Please **SAVE** your application before proceeding to the next field.

#Enrolment Information at B.Sc. and Int. M.Sc. Level (Fields marked*are mandatory)

Click **EDIT** Button

Programme Enrolled*:   Choose the programme you are currently enrolled.

Course Enrolled*:   Choose the subjects from the drop down menu. If you are pursuing B.Sc.(Ho ns) or Int. M.Sc., please select only the major/honours subject. If it is a B.Sc. (General) course, please select the entire three (or four) major subjects.

Upload Endorsement Form*:   Upload the scanned and saved ENDORSEMENT FORM (PDF format, maximum size –1MB)

ENDORSEMENT FORM IS MANDATORY.APPLICATIONS WITHOUT PROPER ENDORSEMENT FORM WILL BE SUMMARILY REJECTED.COMPLETE INFORMATION PERTAINING TO YEAR OF JOINING, SUBJECTS & COURSE BEING PURSUED MUST BE MENTIONED CLEARLY. ENDORSEMENT FORM MUST BE IN PROPER FORMAT. FEE RECEIPTS AND LETTERS FROM INSTITUTION WILL NOT BE ACCEPTED.

University/College Name*:   Please choose the University and College from the drop down Menu.

Please **SAVE** your application before proceeding to the next field.

#**Senior Secondary Performance Information (Class XII)** :(Fields marked*are mandatory)

Click **EDIT** Button

Please select your state/Central Board*from the drop down menu.

Enter your Complete Board Roll Number*as mentioned in your Class XII Mark sheet.

Upload Eligibility Note: Upload the scanned and saved Eligibility Note(if received from your Board)(PDF format, maximum size –1MB)

Upload Class XII Mark sheet*:   Upload the scanned and saved Class XII Mark sheet (PDF format, maximum size –1MB)

Enter the mandatory Class XII Mark details. You can use **Add More/Remove** Button to add or remove additional subjects.

Enter School details*

Please **SAVE** your application before proceeding to the next field.

#**National Level Competitive Examination details**:(only if the applicant is eligible under this criterion)

Click **EDIT** Button

Examination & Rank details: Select the examination from the drop down menu and enter rank details. You can use Add more button to add more examination.

Upload Rank Certificate*:   Upload the scanned and saved Rank Certificate (PDF format, Maximum size – 1 MB)

Please **SAVE** your application before proceeding to the next field.

#**Other Details** :(Fields marked*are mandatory)

Click **EDIT** Button

Fill in the year of passing Class X & Parental income. Please **SAVE** your application before proceeding to the next field.

#**Contact Details**:   (Fields marked *are mandatory)

Click **EDIT** Button

Permanent Address*: Enter permanent address details by filling their respective fields. If the Communication address* is same as the Permanent Address, check the relevant box.

Please **SAVE** your application before proceeding to the next field.

#Please check **YES** button if you are availing any other Scholarship. If you are not availing other scholarships, please check **NO** button.

#Please Check the **Declaration** Button.

#Enter Place, Date and Verification Code (CAPTCHA).

IMPORTANT! Please note that you cannot Edit/Modify your application once you click SUBMIT Button. Please ensure that all aspects of the application and supporting documents are correct before submitting. CLICK **PRINT PREVIEW** Button to view the details entered.

Incomplete or wrongly filled up application or application with lack of essential documents will summarily be rejected.

Step 5:   Click **SUBMIT** Button.

Once you click the **SUBMIT** Button, a page will appear mentioning that your application has been submitted successfully. Please make note of your **Application Reference No. /IVR No**. for future reference and correspondence.

If the applicant does not submit his/her application form, it will be rejected as incomplete application. No claims shall be entertained in case of in complete or non-submitted application.

Step 6: (*IMPORTANT!*):   **After the On-line submission application, the applicant must obtain a printout of the submitted application for his/her records.**

DO NOT SEND THE APPLICATION OR ANY OTHER DOCUMENTS BY POST.

DO NOT SUBMIT MORE THAN ONE APPLICATION.
Duplicate applications will not be considered.

One can view the status of the application by entering the Application Reference Number in the portal. After due evaluation of your application, you shall be informed about its status through an Email notification or Portal notification.

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