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

Please read this guideline before filling up your online application form at the website www.online-inspire.gov.in

STEP I: NEW USER REGISTRATION.

The students who apply for the scholarship should register before Log in to the website www.online-inspire.gov.in. During registration, the student is expected to fill in the following details.

(i) Email: The student has to enter a **valid email address** which will be used for the application process and subsequent communications upon registration.

(ii) Name: Please enter your name as mentioned in your Class XII Mark Sheet.

(iii) Date of Birth: The student must enter correct Date of Birth. No modification can be made thereafter. During the application process, the student will be asked to upload his/her Class X Mark sheet or certificate as proof of date of birth.

(iv) 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 therein and activate your account.

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

Sl. No.	Name of the Document	File Type	Maximum Size
1.	Passport size photograph	JPEG	50 KB
2.	Community/Caste Certificate (*only if the applicant belongs to OBC/SC/ST*)	PDF	1 MB
3.	Eligibility Note/Advisory Note (*if provided by the State/Central Board*)	PDF	1 MB
4.	Class XII Mark sheet	PDF	1 MB
5.	Class X Mark sheet or Certificate (*for proof of Date of Birth*)	PDF	1 MB
6.	Certificate specifying Rank or Award in JEE (Main)/ JEE (Advanced)/ NEET/ KVPY /JBNSTS/ NTSE / International Olympic Medallists [*If the candidate is eligible under this criterion*]	PDF	1 MB
7.	Endorsement Form signed by the Principal of the College/Director of the Institute/Registrar of the University	PDF	1 MB
8.	Any other supporting documents	PDF	1 MB

Step 1:   **LOG in** to the portal by entering the registered email id as user name and the 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 NAME as mentioned in the Class XII or Class X Mark Sheet.

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

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. MSc. 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. (Hons) 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 Certificate:* Upload the scanned and saved Endorsement Certificate (PDF format, maximum size – 1 MB)

University/College Name*: Please choose the University and College from the drop down menu. (If the name of your college does not feature in the list, kindly call support or email)

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 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 – 1 MB)

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

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 XII & 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 the 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 the particulars you have provided are correct. You can click PRINT PREVIEW Button to view the details entered.

Step 5:   Click **SUBMIT** Button.

Once you click the **SUBMIT** Button, a page will appear mentioning that your application has been submitted successfully. A *reference number* will also be mentioned which shall be used for any communication.

If any applicant does not submit his/her application form, it will be rejected as incomplete application.

Step 6 (*IMPORTANT!*): Take a print out of the submitted application and send the same to The Director, National Institute of Science, Technology & Development Studies (NISTADS), Dr K S Krishnan Marg, New Delhi - 110012 by Ordinary Post only.

One can view the status of the application by entering the Application Reference Number in the portal. All applicants selected for the INSPIRE Scholarship shall be informed by an Email notification sent to the registered Email id.