



## **HEC 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:**

- 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:**

- ✓ **First make a photocopy of this blank 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.
- ✓ 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 Student Financial Aid office or Departmental focal person of respective Institute.
- ✓ Furnish factual, comprehensive and authentic information in the form
- ✓ Consult your parents/guardian for family financial reporting e.g. Income, expenditures etc.
- ✓ Whenever in doubt or lost, seek help from the SFAO, DUHS or Focal Person.
- ✓ 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”

**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	
	Applicant	<input type="checkbox"/>
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
2	Copy of Death Certificate of Father/Mother/Guardian (if applicable)	<input type="checkbox"/>
3	Salary Certificate of	
	Father	<input type="checkbox"/>
	Mother (if applicable)	<input type="checkbox"/>
	Guardian (if applicable)	<input type="checkbox"/>
4	Copies of last six (06) month utility bills	
	Electricity	<input type="checkbox"/>
	Gas	<input type="checkbox"/>
	Telephone (if applicable)	<input type="checkbox"/>
	Water	<input type="checkbox"/>
5	Attested copy of rent agreement (if applicable)	<input type="checkbox"/>
6	Copies of last & latest fee payment receipts of self and siblings *	<input type="checkbox"/>
7	Copies of Medical bills/ expenditure related documents (if applicable)	<input type="checkbox"/>

- |    |   |                          |
|----|---|--------------------------|
| 8  | Copies of previous scholarship(s) attained (if applicable)        | <input type="checkbox"/> |
| 9  | Statement of Purpose  | <input type="checkbox"/> |
| 10 | Copy of Mark Sheet of Last Semester attended.                     | <input type="checkbox"/> |
| 11 | Affidavit on Stamp paper of Rs. 50/-.                             | <input type="checkbox"/> |
| 12 | <b>All Documents with Form must be submitted in a file cover.</b> | <input type="checkbox"/> |

\* Siblings are brother & sisters

Tick the Section When Completed

- |     |  |                          |
|-----|--|--------------------------|
| I   | Section A: Personal and family information                           | <input type="checkbox"/> |
| II  | Section B: Cumulative information of Self, Parents & Guardian Assets | <input type="checkbox"/> |
| III | Section C: Financial arrangements for current year                   | <input type="checkbox"/> |
| IV  | Section D: Educational Record  | <input type="checkbox"/> |

**DO's:**

- Send your application 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 NOT:**

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



S #	Name of Family Member (s)	Relationship	Marital Status	Remarks
1				
2				
3				
4				
5				
6				
7				

16. Brothers/Sisters/Children/Family Members studying \_\_\_\_\_

Details of Siblings Studying including the applicant own detail

S #	Name	Relation with applicant	Name & Address of Institute	Fee per month <small>(please convert annual/semester fee to monthly fee)</small>	Tuition Fee Annual
1					
2					
3					
4					
5					
6					
<b>22</b>	Total Fees & Tuition Charges				

17. **Father's Name:** \_\_\_\_\_ Computerized N.I.C. No \_\_\_\_\_

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

19. Professional status: Employed  Retired

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

20. Name of Company/Employer: \_\_\_\_\_

21. Address: \_\_\_\_\_

22. Tel (Off): \_\_\_\_\_ Mobile: \_\_\_\_\_

23. Occupation : \_\_\_\_\_

24. Designation & Grade ( BPS/ SPS/PTC etc): \_\_\_\_\_

25. Total Gross Monthly Income (Salary/ Pension/ Others): \_\_\_\_\_

26. Total Net Monthly Take Home Income (Salary/ Pension/ Others): \_\_\_\_\_

27. Total Annual Income: \_\_\_\_\_

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

29. Marriage Relationship: Combined  Separated/Divorced

30. Professionals Status: Working  Not Working

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

31. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

32. Address: \_\_\_\_\_

33. Tel (Off/Res) \_\_\_\_\_ Mobile No. \_\_\_\_\_ NIC no. \_\_\_\_\_

34. Occupation \_\_\_\_\_

35. Designation \_\_\_\_\_ Name of Company/Employer \_\_\_\_\_

36. Total Monthly Gross Income (Salary/ Pension/ Others) \_\_\_\_\_

37. Total Net Monthly Take Home Income (Salary/ Pension/ Others): \_\_\_\_\_

38. Total Net Annual Income \_\_\_\_\_ 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)						
<b>45</b>	<b>Total</b>						

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

39. Total Earning Members in Family: \_\_\_\_\_

40. Total No of family members not earning \_\_\_\_\_

## 41. Details of Family Members Earning:

S #	Family Member Name	Relationship	Family Member occupation ***	Organization Name	Designation	Monthly Gross Pay/Earning	**Remarks
1							
2							
3							
4							
<b>44</b>	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

**46. Total Family Monthly Income**

S #	Family Member Name	Relationship	Monthly Income from Assets (Sec. 45)	Monthly Gross Pay/Earning	Monthly Net (Take home) Pay/Earning
1					
2					
3					
4					
5	Applicant Monthly Gross Pay/Earning (Sec. 11)				
6	Applicant Monthly Net (Take home) Pay/Earning (Sec. 12)				
<b>46-A</b>	Total Monthly Income in Pak Rupees				
<b>46-B</b>	Total Annual Income in Pak Rupees				

**FAMILY EXPENDITURES**

**47. Accommodation Expenditures ( Please Check the relevant boxes)**

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

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

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

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

Total Size of the House in Sq. ft. \_\_\_\_\_ Covered Area in Sq. ft. \_\_\_\_\_

S #	Accommodation Location /Address	Number Of Bed Rooms		Number Of Air conditioners		Accommodation Monthly Rent	Accommodation Annual Rent
		1-2	<input type="checkbox"/>	Nil	<input type="checkbox"/>		
		2-4	<input type="checkbox"/>	1-2	<input type="checkbox"/>		
		4-6	<input type="checkbox"/>	3-6	<input type="checkbox"/>		
		6-8	<input type="checkbox"/>	6-8	<input type="checkbox"/>		
		Above 8	<input type="checkbox"/>	Above 8	<input type="checkbox"/>		
<b>48</b>	<b>Total Accommodation Rental Expenditure</b>						

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

**49. Utilities Expenditures (Per Month)**

Last Month Utilities Paid				
Telephone	Electricity	Gas	Water	Total

**50. Monthly Food /Kitchen Expenditures** \_\_\_\_\_

**51. Medical Expenditures:** (Per Month Expenditure) \_\_\_\_\_

**52. Travelling/ Miscellaneous Expenditures** (per Month) \_\_\_\_\_



**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)	Total Annual Expenditure (52.B)
<b>52</b>								

S #	Description	Amounts in Pak Rupees
(Sec.46-A)	Total Monthly Income	
(Sec. 52-A)	Total Monthly Expenditure	
<b>53-A</b> <b>(46.A – 52.A)</b>	Net Monthly Disposable Income*	

S #	Description	Amounts in Pak Rupees
(Sec.46-B)	Total Annual Income	
(Sec. 52-B)	Total Annual Expenditure	
<b>52-B</b> <b>(46.B – 52.B)</b>	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

## 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) 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)						
<b>56</b>	<b>Total</b>						

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)						
<b>58</b>	Total						

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

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

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

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**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					
Secondary					

**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

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**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 OF UNDERTAKING**

(On Stamp Paper of Rs. 100/-)

I \_\_\_\_\_ S/o, D/o \_\_\_\_\_ holding CNIC # \_\_\_\_\_ student of \_\_\_\_\_, DUHS, Karachi, do hereby state on solemn affirmation as under:

1. That I am deponent of this affidavit as such I am fully conversant with the facts deposed herein.
2. That I have applied for educational scholarship from \_\_\_\_\_ and I have not yet obtained any other scholarship from any network / institution.
3. That this affidavit is being sworn to prove the fact that I have not yet obtained any other scholarship from any network / institution.
4. That whatever stated above is true and correct to the best of my knowledge and belief, if found any fake / wrong information then I shall be Liable for Disciplinary action.

Dated: \_\_\_\_\_

Deponent

Karachi.

\_\_\_\_\_