



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 Financial Aid Office-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 | All Documents with Form must be submitted in a file cover. | <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

Name of the Institute: _____

Degree Title / Program: _____

Open Merit / Self Finance: _____

1st Year or 2nd Year (1st Semester, 2nd Semester, 3rd Semester, 4th Semester are eligible only)

Current Year: _____ Current 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 Name): _____

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)

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. Total Annual Applicant Gross Income: _____

13. Tel (Res.): _____ Mobile: _____ Email: _____

14. Total Members in the Family: _____

15. Total Family Members currently living with you: Total: ____ Male: ____ Female: ____

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 (please convert annual/semester fee to monthly fee)	Tuition Fee Annual
1					
2					
3					
4					
5					
6					
22	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)						
45	Total						

* 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							
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

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)				
46-A	Total Monthly Income in Pak Rupees				
46-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 ☐ Kutch 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"/>		
48	Total Accommodation Rental Expenditure						

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	Internet	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)
52								

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

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

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 deposited 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.
