This guide will help RF Undergraduate Scholars conduct a smooth disbursement process. We will on-board selected students through the welcome letter documentation, followed by their subsequent claims submissions through the online Portal. Every selected student needs to complete the following steps to initiate the process:
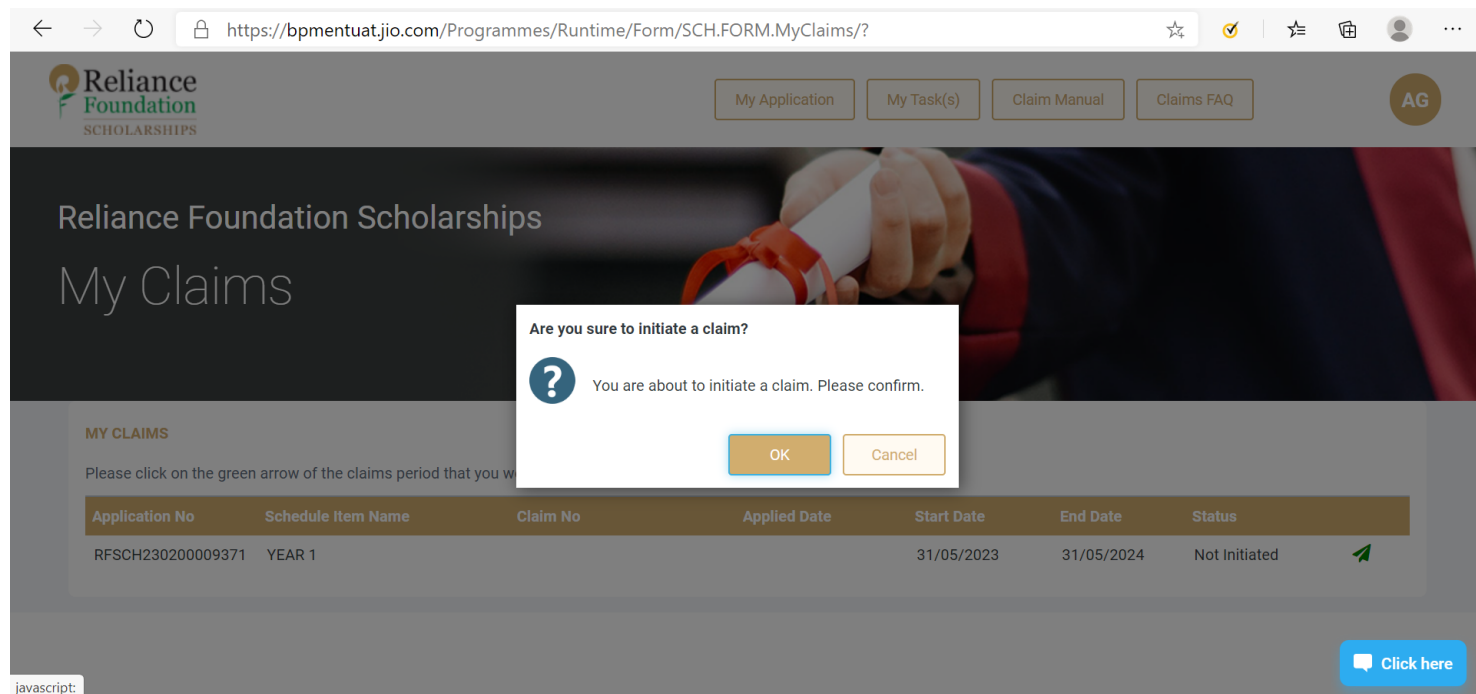
1) Submit Claims:

After your bank details are verified by us, click on the 'My Claims' button on the top right corner of the home-page.
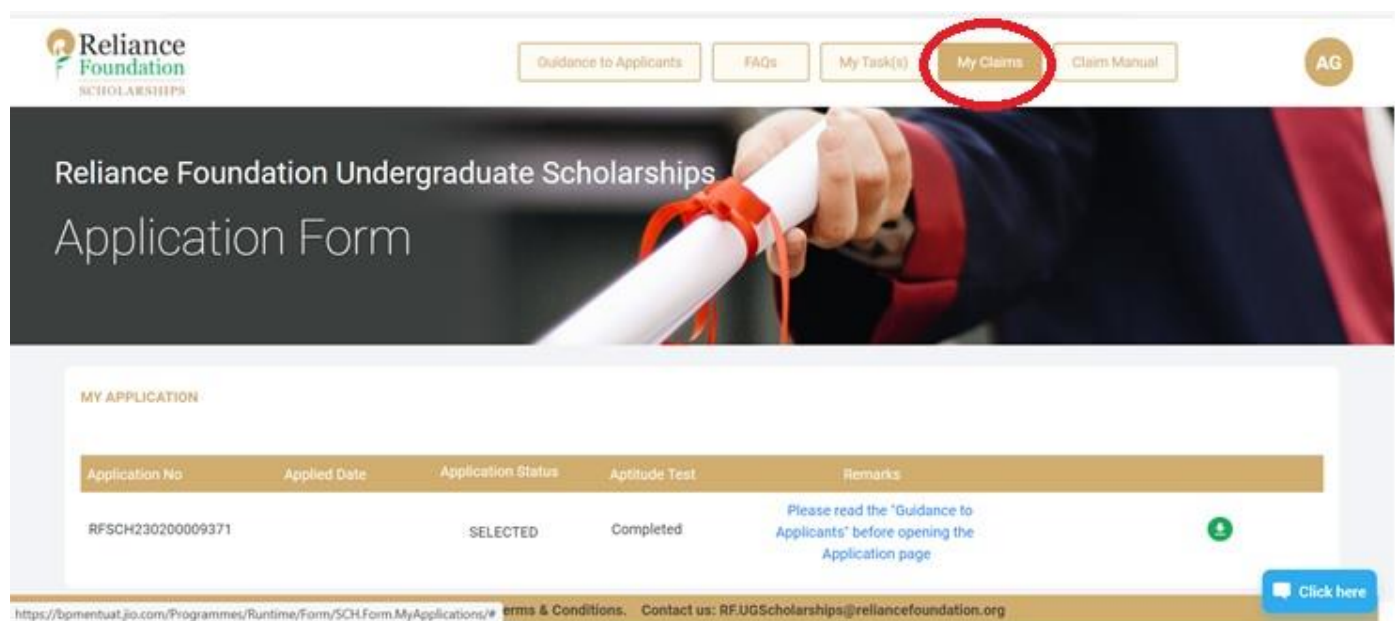
You will see a page like this where you will have to click on the green arrow button or anywhere on the row
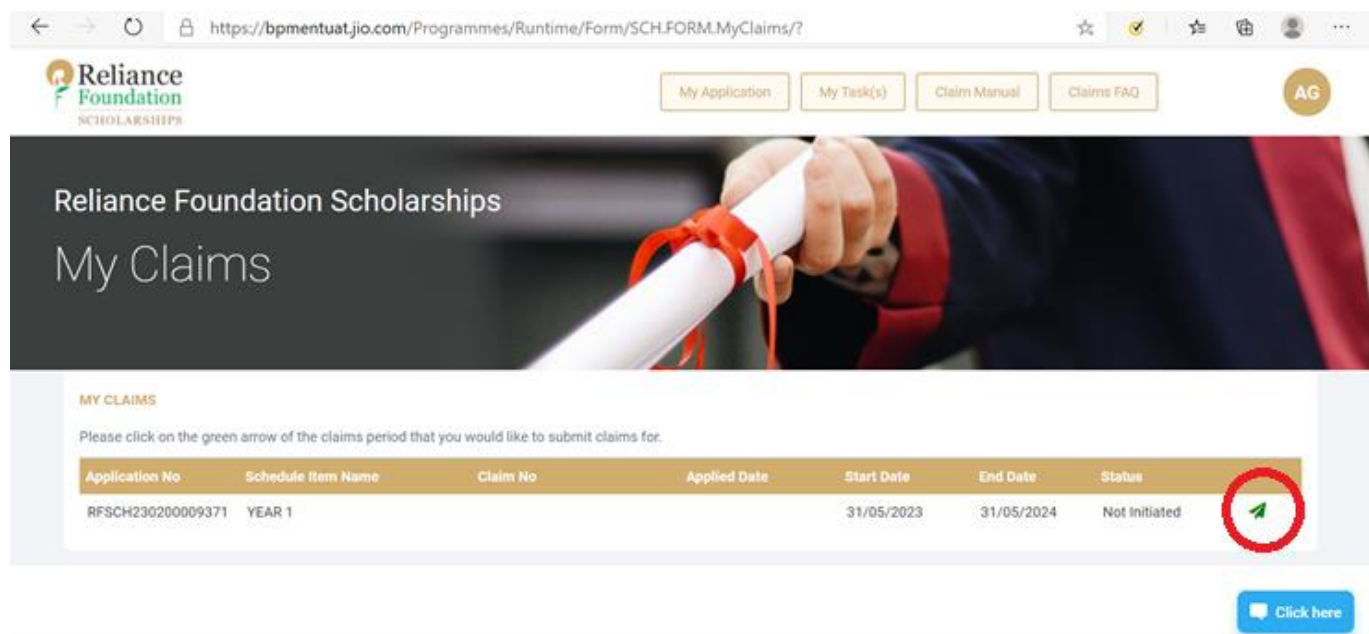
The following pop-up message will show up. Please click on OK to confirm and proceed further.

2) Generate Claim:

A) Academic Details and Scores:

Please enter your CGPA for the current academic period if available (Year 1). If not available, please leave marks section blank (Maximum Marks/Scale & Obtained Marks/CGPA) and mention 'Not available' in the remarks section. If CGPA is available please enter your GPA on a scale out of 10.0. In case of percentage, please enter the percentage obtained in the Obtained marks section and mention 100 in the Maximum Marks section.

ACADEMIC DETAILS & SCORES

Please enter your CGPA for the current academic period if available (Year 1). If not available, please leave maximum marks and obtained marks section blank and mention 'Not available' in the remarks section.

Maximum Marks/Scale	Obtained Marks/CGPA	Remarks
Type a value	Type a value	Type a value

B) Declaration of other scholarships/Awards:

Every time scholars submit scholarship claims, they are asked to declare any other scholarships, awards, stipends, fee waiver, etc. they have availed for the academic year the claims refer to, through the online Portal. Please click the "Add/Update Other Scholarship/Waivers availed" button to update your declaration. If you are not availing any other scholarships, you may skip this section.

Before you begin your claims, please review and update you other scholarships, stipends, and fee waivers declaration by clicking on the below button.

[Add/Update other scholarships/waivers availed]

If you have received another scholarship, please click on the + button. Please enter the name of the other scholarship that you are receiving, the number of years that the scholarship will be provided to you, the year in which you were awarded the scholarship, the total value of scholarship per year and upload any award letter or document supporting the scholarship.

Add/Update Other Scholarships

Please list the grants/ scholarships that you have received and completed, including ones that you currently hold. If you have received a fee-waiver from your University/ Institution, please include the details in the table as well.

Do not list any grants/ scholarships that you are currently applying for. Do not list grants that you were awarded, but did not accept. Details of grants/ scholarships that you have availed for the 2020-2021 academic year must be disclosed.

Students who are selected for the Undergraduate Scholarship may avail other partial scholarships. You may upload optional supporting documents for each field added in the table.

Name of Scholarship	Duration in years	Awarded in the year	Total value of scholarship per year (INR)	Document Name		
	Type a value	*Type a value*	*Type a value*			

Once you have updated your details, please click on the save button and close the window

Add/Update Other Scholarships

Please list the grants/ scholarships that you have received and completed, including ones that you currently hold. If you have received a fee-waiver from your University/ Institution, please include the details in the table as well.

Do not list any grants/ scholarships that you are currently applying for. Do not list grants that you were awarded, but did not accept. Details of grants/ scholarships that you have availed for the 2020-2021 academic year must be disclosed.

Students who are selected for the Undergraduate Scholarship may avail other partial scholarships. You may upload optional supporting documents for each field added in the table.

Name of Scholarship	Duration in years	Awarded in the year	Total value of scholarship per year (INR)	Document Name			
Institute Scholarship	3	2022	25000	Scholarship lett			

Please note that you are allowed to accept scholarships or awards in conjunction with a Reliance Foundation Scholarship. Hence we have no objection if you are accepting other scholarships.

C) Documents:

1) Admission letter or any other enrolment proof: Please submit any of the following documents - admission letter, fee receipt, ID card, Semester Hall ticket. This can be the same document that you submitted at the time of application.
2) Bonafide letter : Please upload a recent bonafide certificate issued by your institute if available (not mandatory)

DOCUMENTS

Document Type View Name	Document Name	
Admission letter or any other enrolment proof (admission letter, fee receipt, ID card, Semester Hall ticket)		⬆
Bonafide letter (if available)		⬆

3) Utilisation Statement/Declaration:

Please click on the checkbox provided if you agree to the statement. This is a mandatory requirement to avail the scholarship.

☑ " I confirm that I am still pursuing my degree programme and I will use the scholarship funds provided by Reliance Foundation through its scholarship program only for academic expenses. I further agree and accept that the academic expenses only include tuition/college fees, hostel fees, one-time laptop purchase and academic books and courses. "

4) COMMENTS:

Please enter any comments you wish to make. This is not a mandatory field hence you can leave this blank.
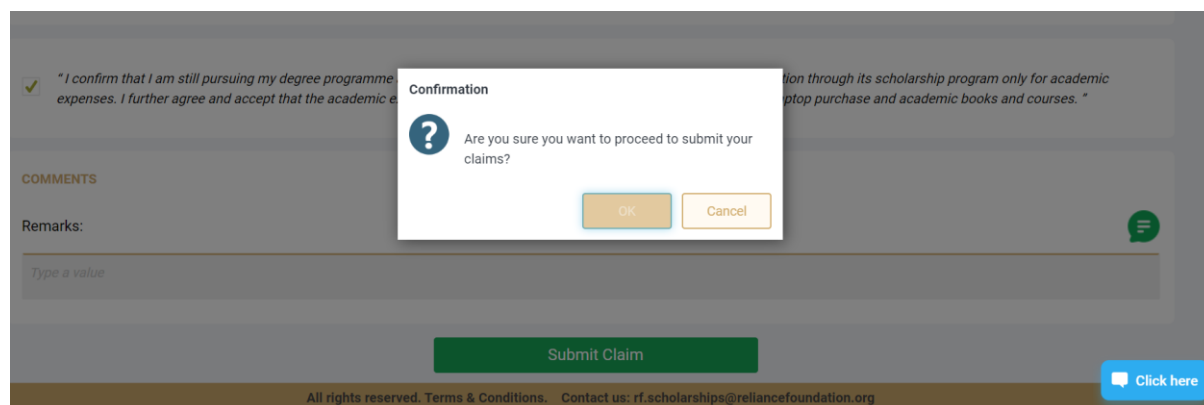
COMMENTS

Remarks:

Type a value

Submit Claim

5) SUBMISSION:

Please click the Submit Claim button and the click the OK button

Please type your name and surname in the space provided and click on the "Confirm and Submit" button

Click on the Ok button.

Your claim is generated successfully.

OK

Your claim is now generated!

You will receive communication once your claim is approve and the scholarship amount is transferred to your bank account. Please note that this can take up to 4 weeks.