

## **SCHOLARSHIP APP USER GUIDE (Complete Manual)**

**(For Students Applying to Post-Matric & Other Scholarships Through the App)**

### **Introduction — What Is the Scholarship App?**

The Scholarship App is a simplified mobile platform that helps students:

- Apply for Post-Matric, Pre-Matric, Merit-based, and State DBT scholarships
- Upload required documents
- Track application status
- Receive alerts for verification, errors, and payment
- Get guidance on Aadhaar seeding & DBT-enabled account setup

The app is designed to make the scholarship process **easy, fast, and error-free.**

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### **Who Can Use This App?**

Any student in India who is:

- Studying in Class 9 and above
  - Enrolled in a recognized institute/college/university
  - Eligible under SC/ST/OBC/EWS/Minority/General schemes
  - Applying for scholarship under DBT
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### **How to Register on the Scholarship App (Step-by-Step)**

#### **Step 1: Download the App**

- Visit Google Play Store / App Store
- Search: “**Scholarship Portal – DBT Student App**”
- Tap **Install**

#### **Step 2: Create Your Account**

Enter the following details:

- Full Name
- Mobile Number (must be Aadhaar-linked)
- Email ID (optional but recommended)
- Date of Birth
- State & District
- Create a secure password

→ You will receive an **OTP** → Enter it to verify your account.

### Step 3: Complete Student Profile

Fill in:

- Category (SC/ST/OBC/EWS/General/Minority)
- Gender
- Address
- Parent/Guardian details
- Institute details (select from dropdown)

### Step 4: Add Bank Details

You must add:

- Bank Name
- Account Number
- IFSC Code
- Upload passbook (first page) photo

→ The app checks if your **account is DBT-enabled**.

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### Documents Required (Upload Section)

Students must upload the following (PDF/JPEG):

- Aadhaar Card
- Caste Certificate (if applicable)
- Income Certificate
- Domicile Certificate
- Previous Year Marksheets
- Admission Receipt
- Bonafide Certificate from Institution
- Bank Passbook
- Fee Structure/Hostel Certificate (if applicable)

Upload tips:

- File size: **< 1 MB each**
- Format: **PDF/JPEG**
- Images must be readable

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## **How to Apply for a Scholarship Through the App**

### **Step 1: Go to “Available Schemes”**

The app automatically shows schemes based on your:

- State
- Category
- Course
- Income status

### **Step 2: Select Scheme**

Click a scheme → Read:

- Eligibility
- Required documents
- Amount of scholarship
- Deadline

### **Step 3: Fill Application Form**

Enter:

- Academic details
- Hostel/day scholar details
- Fee details
- Bank details
- Upload documents

### **Step 4: Submit Application**

- Review the form
  - Click **Submit**
  - You will receive an **Application ID**
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## **Tracking Application Status**

The app shows 5 types of statuses:

1. **Submitted** – Your application is received
2. **Under Institution Verification**
3. **Under District/State Verification**

#### **4. Approved**

#### **5. Payment Sent Through DBT**

- i** If there is an error (document mismatch, Aadhaar not seeded), the app sends an alert.
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#### **Correction Module (Important)**

Students can correct:

- Name mismatch
- Bank details
- Wrong document upload
- Missing certificates
- Income/Caste certificate errors

Click “**Corrections Required**” → Fix errors → Re-submit.

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#### **Payment Tracking (DBT Status)**

The app shows:

- Whether your bank account is DBT-enabled
- Whether your Aadhaar is NPCI-seeded
- Payment date
- PFMS Transaction ID
- Scholarship amount

If your bank is not DBT-enabled → The app shows steps to correct it.

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#### **How to Enable DBT Account Through the App**

The app provides:

- Nearest bank/CSP locator
- Steps to seed Aadhaar
- Documents needed
- Real-time DBT check

Students can also upload a bank-seeding slip for verification.

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#### **Notifications & Alerts**

The app sends:

- Deadline reminders
  - Missing document alerts
  - Approval/rejection messages
  - DBT payment alerts
  - Aadhaar seeding alerts
  - Institution verification alerts
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### **Help & Support Section**

The app provides:

- Toll-free DBT helpline
  - State scholarship helpdesk
  - Chatbot support
  - Email support
  - FAQs
  - Video tutorials
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### **Common Reasons for Rejection (Shown in App)**

- Bank account not Aadhaar-seeded
- Income certificate expired
- Caste certificate invalid
- Name mismatch in Aadhaar/Bank/Portal
- Multiple scholarship applications
- Duplicate documents
- Incomplete application

→ Students can fix these via the correction module.

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### **Safety & Privacy Information**

The app protects:

- Aadhaar details
- Bank account information

- Uploaded documents
- Mobile number/email
- Application history

All data is encrypted as per Government DBT standards.

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#### **Additional Student Features**

- Scholarship calculator
- Track institute verification
- Download application PDF
- Download sanction order
- Get personalized scheme recommendations
- Offline mode for form filling