

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**.

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**.

Documents Required (Upload Section)

Students must upload the following (PDF/JPEG):

- Aadhaar Card
- Caste Certificate (if applicable)
- Income Certificate
- Domicile Certificate
- Previous Year Marksheet
- 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

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**

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**

 If there is an error (document mismatch, Aadhaar not seeded), the app sends an alert.

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.

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.

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.

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.

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.

Additional Student Features

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