



QUAID-I-AZAM UNIVERSITY

APPLICATION FORM FOR

HEC NEED BASED SCHOLARSHIP

Name of Applicant _____ S/O _____

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:

- Cancellation of admission.
- Rustication from the university.
- Initiation of criminal proceedings.
- 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:

- ✓ Fill in the form using black ball point pen and write in capital letters
- ✓ 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 OSFA
- ✓ Furnish factual, comprehensive and authentic information in the form
- ✓ For family financial reporting parents/guardian may be consulted for guidance
- ✓ Whenever in doubt or lost, seek help from the Focal Person/Manager Financial Assistance
- ✓ 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”
- ✓ **Affidavit Needs to be submitted after final selection of the candidate**

Definitions:

Application Form Check List

SN	Description	Tick the relevant
1	Copies of computerized NIC of Father/Mother/Guardian	<input type="checkbox"/>
2	Income Tax Certificate	<input type="checkbox"/>
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
3	Copy of last Income Tax Return of	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
4	Salary Certificate of	
	Father	<input type="checkbox"/>
	Mother	<input type="checkbox"/>
	Guardian	<input type="checkbox"/>
5	Copies of last six (01) month utility bills (having whole year bill detail)	
	Electricity	<input type="checkbox"/>
	Gas	<input type="checkbox"/>
	Telephone	<input type="checkbox"/>
	Water	
6	Attested copy of rent agreement (if applicable)	<input type="checkbox"/>
7	Copies of last & latest fee receipts of self and siblings *	<input type="checkbox"/>
8	Copies of Medical bills/ expenditure related documents (if applicable)	<input type="checkbox"/>
9	Copies of pervious scholarship(s) attained (if applicable)	<input type="checkbox"/>
10	Statement of Purpose	<input type="checkbox"/>

* Siblings are brother & sisters

- Send your application by post or submit by hand to the Scholarship 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.

**

14. Total Earning Members in Family: _____

15. 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							
Total Monthly Family Income (add self income, if applicable) Pak Rupees							

*** 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

16. Total No of family members not earning _____

17. Brothers/Sisters/Children/Family Members studying _____

Details of Siblings Studying

S #	Name	Relation with applicant	Name & Address of Institute	Fee per month	Tuition per month (If applicable)
1					
2					
3					
4					
5					
6.	Applicant	Self	Quaid-i-Azam University		
Total Fees & Tuition Charges					

18. **Father's Name:** _____ Computerized N.I.C. No _____
19. Status: Alive Deceased
20. Professional status: Employed Retired Business Owner
21. Name of Company/Employer: _____
22. Address: _____
23. Tel (Off): _____ Mobile: _____
24. Occupation Type: _____
25. Designation & Grade (BPS/ SPS/PTC etc): _____
26. Total Gross Monthly Income (Salary/ Pension/ Others): _____
27. Total Net Monthly Take Home Income (Salary/ Pension/ Others): _____
28. Previous Occupation (if applicable): _____
29. Total Annual Income: _____ NTN _____
30. **Any Other Supporting Person (Mother/ Guardian/ Brother/ Sister/Family Relative/Guardian):**
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 _____
39. Monthly Financial Support Available to Applicant in Pak Rs. _____

40. **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)						
	Total						

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

41: Total Family Monthly Income

S #	Family Member Name	Relationship	Monthly Income from Assets	Monthly Gross Pay/Earning	Monthly Net (Take home) Pay/Earning
1					
2					
5	Applicant Monthly Gross Pay/Earning (Sec. 11)				
6	Applicant Monthly Net (Take home) Pay/Earning (Sec. 12)				
	Total Monthly Income in Pak Rupees				
	Total Annual Income in Pak Rupees				

FAMILY EXPENDITURES

42; Accommodation Expenditures

Type: Bungalow Apartment /Flat Town House Village House

Status: Rented Self or Family owned Employer / Govt Owned

Rent Payment: Self Employer/Govt Others

House Plot Size 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"/>	1-2	<input type="checkbox"/>		
		2-4	<input type="checkbox"/>	2-4	<input type="checkbox"/>		
		4-6	<input type="checkbox"/>	4-6	<input type="checkbox"/>		
		6-8	<input type="checkbox"/>	6-8	<input type="checkbox"/>		
		Above 8	<input type="checkbox"/>	Above 8	<input type="checkbox"/>		
Total Accommodation Rental Expenditure							

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

43:

Utilities Expenditures

Last Month Utilities Paid			
Telephone	Electricity	Gas	Water

Average of Last Six Months (Per Month Utilities Charges)					
S #	Telephone	Electricity	Gas	Water	Total
1					

44. **Monthly Food /Kitchen Expenditures** _____

45. **Medical Expenditures:** Average of last six months (Per Month Expenditure)

46. **Travelling/ Miscellaneous Expenditures**

Average of last six months (Per Month Expenditure) _____

Total Family Expenditures

S #	Education Expenditure	Accommodation Expenditure	Utilities Expenditure	Food Expenditure	Medical Expenditure	Misc. Expenditure	Total Monthly Expenditure	Total Annual Expenditure
47								

	Description	Amounts in Pak Rupees
	Total Monthly Income	
	Total Monthly Expenditure	
	Net Monthly Disposable Income*	

	Description	Amounts in Pak Rupees
	Total Annual Income	
	Total Annual Expenditure	
	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)

48 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.

49 Number of Cattle(s) (with kind) _____

50: 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						
	Total						

57. Taxes paid (per annum in Pak. Rs) _____

Section C:
Financial arrangements for current year

51. 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)						
	Total						

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

52 Any source of financing other than this scholarship (Please specify)_____

53 How were the admission /first semester charges paid?

Section D:
Applicant Educational Record

Level of Study	Name and Location of Institute	Per Month Fee	To- From month/ yr.	Division/ GPA/	%age / CGPA
Bachelors					
Intermediate					
Secondary					

54 Per
month fee/ tuition charges of the institution last attended _____

55 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 Scholarship, the University will stop further assistance and the student will have to refund all payment received and penalty equal to total scholarship amount received.

2. University 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

Remarks/recommendations of the Chairpersons
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_____ Date

_____ Department Name

_____ Signature Head of Department / Focal Person