

SOPS for Ehsaas Undergraduate Scholarship Program

1. Eligibility Criteria of the Scholarship Program :

- a) Students who are enrolled in undergraduate Degree
- b) Candidates who have secured admission on merit; Merit means that the student has fulfilled admission criteria of the respective university in which he/she intends to study
- c) Declared monthly income of parents (from all sources) is equal to or less than PKR. 45,000/-
- d) Age limit will be followed as per university regulations i.e. maximum age under which an applicant is allowed to take admission for offered Undergraduate programs at the university
- e) Students already availing any other scholarship or grant are ineligible
- f) Students who have secured admission on evening /Self-sustain/Selfsupport/Self finance programs are ineligible
- g) Distant learning students are ineligible

2. Process of Shortlisting

- a) Interested candidates are required to apply for the scholarship program through the online application system and submit its hard copy attached with complete set of the requisite documentation to the financial aid offices/designated offices of university and sub-campuses by the given deadline. The link is <http://ehsaas.hec.gov.pk>;
- b) A scrutiny committee will be constituted at the university level with the approval of Head of institution who will look into the applications both at main campus and sub-campuses level for initial shortlisting. Soft copy of data in excel sheet will be provided by HEC. Following must be taken into consideration while initially shortlisting the candidates:
 - ⇒ The applicant has secured confirmed admission on merit only in the regular morning programs; (self-finance as well as the evening programs with higher fee structure are not allowed) ;
 - ⇒ Income threshold at the time of submission of documentation is not more than Rs.45,000 per month. Please ensure that the official salary slip, pension slip (in case of pensioner) are attached with the application form. Any evidence of income is mandatory; The income criteria will not be shared with the students at any stage of scrutiny /selection process;
 - ⇒ Application form is complete in all respects i.e. there are no empty fields. Such fields where information is not applicable, it should be properly indicated as “Not Applicable” ;
 - ⇒ In this regard guidelines for filling the application will be available at HEC website in which step by step details are mentioned; Moreover, financial aid office of the university must give orientation sessions for process of filling the application;
 - ⇒ Once the scrutiny is completed, a list will be prepared for the eligible and non-eligible students; Reasons for the rejection of an applicant along with comments will be clearly specified and maintained in the documentation;
 - ⇒ Financial aid offices of the university will maintain proper record of all applications received for the scholarship program. Those applications which are rejected, should also be maintained in separate folder for future audits /third party monitoring;
 - ⇒ Incomplete application forms will not be acceptable for further processing;
 - ⇒ Applicant student should be made aware of the fact that falsification of documents could result in the university imposing penalties against the student;
 - ⇒ Students should know that providing false information and fake documents could lead to their admission offer being repealed, or could result in expulsion from the university, if approved by the Institutional Scholarship Award Committee;
 - ⇒ Such partner universities where there is an issue of internet connectivity, they should intimate to HEC prior opening of online portal so that they can be allowed for submission of application in hard form only;

3. Supporting Documents to be submitted by the Applicant

1. Copy of CNIC (Father, Mother/ Guardian)
2. Salary Slip / Income Certificate (Father/Guardian, Mother)
3. Copies of last Six Month Utility Bills (Electricity, Gas, Telephone, Water) – (If applicable)
4. Copy of Rent agreement in case of Rented House
5. Copies of Last Fee Receipts of Applicant and Siblings (If applicable)
6. Copies of Medical bills/ expenditure related documents (if applicable)
7. 01 Passport size Photograph of Applicant
8. Picture of Applicant’s house