

# Azim Premji Scholarship

## Guidelines for Documents Required

This document provides detailed guidelines for documents required for completion of application for the Azim Premji Scholarship. Please read the following instructions carefully and thoroughly before submitting your application.

### ***Table of Contents***

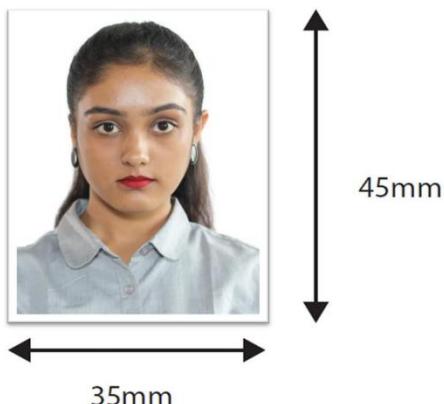
1	Photograph .....	1
2	Signature .....	1
3	Aadhaar .....	2
4	Class 10th Marksheets .....	2
5	Class 12th Marksheets/Admission Proof .....	2
6	Admission Proof.....	2
7	Bank Details.....	3

---

### **1 Passport-size Photograph**

- 1.1.** The uploaded soft copy should be a clear, coloured scan of the original document.
- 1.2.** The passport size photograph should have a plain background taken within last 6 months from the date of application for the scholarship.
- 1.3.** In the passport-size photograph, applicant's face should be clearly visible.
- 1.4.** The photograph should not have any emojis, social media app filters or anything written on them. It should not be edited to brighten the colours or alter the face.
- 1.5.** Black and white photographs, screenshots of photos from phone/computer, or photos cropped out of any other document will not be accepted.
- 1.6.** The file type should be JPEG/JPG/PNG format only. The file size should be between 30 KB to 500 KB. Any other format and file sizes will not be accepted.

#### **Sample:**



## 2 **Signature**

- 2.1.** Applicants should do their signature on a plain white paper and scan the signature.
- 2.2.** The uploaded soft copy should be a clear, coloured scan of the original document.
- 2.3.** The file type should be JPEG/JPG/PNG format only. The file size should be between 30 KB to 500 KB. Any other format and file sizes will not be accepted.

## 3 **AADHAAR**

- 3.1.** The uploaded soft copy should be a clear, coloured scan of the original document.
- 3.2.** The Aadhaar should clearly display applicant's name, gender, date of birth, and photo.
- 3.3.** Photocopies, screenshots, cropped and edited documents will not be accepted.
- 3.4.** The file type should be JPEG/JPG/PNG/PDF format only. The file size should be between 30 KB to 500 KB. Any other format and file sizes will not be accepted.

## 4 **Class 10th Marksheets or Marks Card**

- 4.1.** The uploaded soft copy should be a clear, coloured scan of the original document.
- 4.2.** The marksheets should clearly display all the details such as applicant's name, school name, mode of education, serial number, roll number, year of passing, signature/seal of relevant authority and so on.
- 4.3.** Photocopies, screenshots, cropped and edited documents will not be accepted.
- 4.4.** Any other document from Class 10 such as hall tickets, transfer certificate will not be accepted.
- 4.5.** The file type should be JPEG/JPG/PNG/PDF format only. The file size should be between 30 KB to 500 KB. Any other format and file sizes will not be accepted.

## 5 **Class 12th Marksheets or Marks Card**

- 5.1.** The uploaded soft copy should be a clear, coloured scan of the original document.
- 5.2.** The marksheets should clearly display all the details such as applicant's name, school name, mode of education, serial number, roll number, year of passing, signature/seal of relevant authority and so on.
- 5.3.** Photocopies, screenshots, cropped and edited documents will not be accepted.
- 5.4.** Any other document from Class 12 such as hall tickets, transfer certificate will not be accepted.
- 5.5.** The file type should be JPEG/JPG/PNG/PDF format only. The file size should be between 30 KB to 500 KB. Any other format and file sizes will not be accepted.

## 6 **Admission Proof**

- 6.1.** Applicants must submit scanned copy of at least one document as proof of admission – Admission Fee Receipt OR a Bona Fide Certificate.

**6.2.** The uploaded soft copy of proof of admission should clearly display the applicant's name, their admission details of the name of the college, course start date, current year of study, and course type.

**6.3.** The proof of admission could be either system generated or hand-written on the official letterhead of the institute with a signature/seal of the relevant authority. All the information stated in point 6.2 should be clearly visible.

**6.4.** Any document other than these two documents such as mess/hostel fees, laboratory fees, exam fees will not be accepted.

**6.5.** Further, document-wise details are given below:

#### **6.6. Admission Fee Receipt**

- 6.6.1. The proof of admission should clearly display applicant's name, college name, course start date/current year of study and course type.
- 6.6.2. The Admission Fee Receipt must necessarily have a serial number and transaction date. There should not be any overwriting, scribbling or any other edits on the document.
- 6.6.3. It must be either system generated or printed or handwritten on the official letterhead of the University or College with a seal and sign of the relevant authority.
- 6.6.4. Photocopy, screenshot, edited, cropped, or black and white files of the admission fee receipt will not be accepted.
- 6.6.5. The file type should be JPEG/JPG/PNG/PDF format only. The file size should be between 30 KB to 500 KB. Any other format and file sizes will not be accepted.

#### **6.7. Bona Fide Certificate**

- 6.7.1. The proof of admission should clearly display applicant's name, college name, course start date, current year of study, course duration, and course type.
- 6.7.2. It must be either system generated or printed or handwritten on the official letterhead of the University or College with a seal and sign of the relevant authority.
- 6.7.3. A template for the Bona Fide Certificate is available on the Azim Premji Scholarship website and Applicant Portal. This can be printed on the letterhead of the University or College.
- 6.7.4. If handwritten, it should be readable and information as in point 6.5.2.1 should be clearly visible.
- 6.7.5. Photocopy, screenshot, edited, cropped, or black and white files of the Bona Fide Certificate will not be accepted.
- 6.7.6. The file type should be JPEG/JPG/PNG/PDF format only. The file size should be between 30 KB to 500 KB. Any other format and file sizes will not be accepted.

### **7 Bank Details**

7.1 Applicants must submit scanned copy of at least one document as bank proof – Passbook Photo OR Account Statement of the last 1 month.

7.2 The bank account must be a savings account in a scheduled commercial bank and must be active at the time of submission. The bank account type must allow one-time transaction more than INR 10,000.

### **7.3 Passbook Photo**

- 7.3.1 The bank proof must be a clear and unedited soft copy of the first page of the applicant's bank account passbook. This page should clearly display the account holder's name, account number, IFSC code and branch details.
- 7.3.2 Photocopy, screenshot, edited, cropped, overwritten, or black and white files will not be accepted. Only IFSC code can be handwritten.
- 7.3.3 The file type should be JPEG/JPG/PNG/PDF format only. The file size should be between 30 KB to 500 KB. Any other format and file sizes will not be accepted.

### **7.4 Account Statement**

- 7.4.1 The uploaded bank account statement must a clear and unedited scanned soft copy. It must be generated from the bank with attestation. Digital account statement will not be accepted.
- 7.4.2 The account statement must clearly show the account holder's name, account number, IFSC code, and branch details.
- 7.4.3 Photocopy, screenshot, edited, cropped, or overwritten files will not be accepted.
- 7.4.4 The file type should be JPEG/JPG/PNG/PDF format only. The file size should be between 30 KB to 500 KB. Any other format and file sizes will not be accepted.

*Disclaimer: The Foundation does not charge any fee at any stage of the scholarship application process. Beware of impostors who make such statements with the intent to cheat. Students are requested to exercise caution and not fall prey to such scams.*