

User Manual and FAQs

Create an Account on Eportal

Register an account with your CNIC OR NICOP. Enter your mobile number and email. Verify your email and mobile number by pressing send code.



Create an account

Choose your Nationality *

Pakistan

CNIC Type *

CNIC NICOP

CNIC *

8-10152201796

e.g. 1234512345670

Region *

Islamabad Capital Territory

Password *

.....

Confirm Password *

.....

Password must be alphanumeric and atleast 8 characters

Primary Cell / Mobile number *

Pakistan

SMS will not be delivered if Promotional Messages Block Service is activated

+92

123456789

Send code

e.g. 3XXXXXXXXX

Primary Email *

Send code

e.g. username@provider.com



Submit

Cancel

Enter Non-Converted Number

if you can't get code on your mobile
contact on this email (fdpos@hec.gov.pk)

Enter your email Address

if you can't get code in email then
contact this email (fdpos@hec.gov.pk)

1. If you don't get a message on your cell number, please do the following in the exact order.
 - a. Please make sure that promotional messages are not blocked for your cell carrier
 - b. Please wait for 5-7 minutes
 - c. If you are using an international number, please try to use a local number (only if you face an issue on international number)
 - d. If, after following all the above mentioned steps, you are still not getting the verification message, please drop us an email at tdps@hec.gov.pk
2. If you don't get a verification email on your provided email address, please do the following in the exact order.
 - a. Please make sure you are connected to the internet.
 - b. Please wait for 5-7 minutes.
 - c. If, after following all the above mentioned steps, you are still not getting the verification message, please drop us an email at tdps@hec.gov.pk

Login

Login your account with your credentials.



BEST VIEWED ON



Sign In

User ID

e.g. CNIC(e.g. 1234512345670), firstname.lastname , firstname123

Password

[Forgot Password?](#)

Don't have an account yet, [Register](#)

1. If you are getting Service Maintenance Page

This happens when we are doing some deployment, normally we place a maintenance page; but if you are already logged in you may experience an error. Deployment takes around 1 hour and is done in non-working hours. If you are continuously getting the maintenance page message for an hour, please clear your browser cache or change your browser.

2. If you are getting error 500 or unauthorized access error message

Please use the link eportal.hec.gov.pk. The extra part after .pk/... is creating the issue for you. If the issue persists, please clear your browser cache or change your browser.

Forgot Password

If you lost your password click on forgot password and enter your CNIC or Email. Code will be sent you on email by using that code you will reset your password.



Recover your account

Please use your User ID or Primary Email

User ID Email

ammarjanjua@live.com

Resend code

e.g. abc@xyz.com

Email Verification Code *

72439

Verify Email

Code verified successfully

Password *

Confirm Password *

Password must be alphanumeric and atleast 8 characters

Submit

Cancel

Enter your CNIC or Email

Check your email and enter code here

Enter new password here

1. If you have forgotten the password or don't have access to your primary email on which the verification code is being sent

Please send us an email at fdpos@hec.gov.pk with the copy of your original CNIC and we will reset your email.

Profile

In profile section you can enter your personal details, contact details, education details and upload documents.

My Profile

9%

Personal Detail Contact Education Employment Publication Project Certifications Skills Affiliations References Document Upload

Tell us about Yourself!

Title* Ms.

First Name* Rabiah

Middle Name

Last Name* Rehmat

Full Name Rabiah Rehmat

Marital Status* Married Separated / Divorced Single Widowed

Gender* Female Male Other

Choose File No file chosen

UPLOAD DELETE

Upload your Picture with size less then (500kb)

NADRA Details

Full Name

Father/Husband Name

Date of Birth

Biographical Information

Date of Birth* 16 July 1997

Country of Birth* Pakistan

Religion* Islam

Domicile Province* Punjab

Domicile City* Gujranwala

Domicile District* Gujranwala

National ID

Please enter your identity information

Country	Type	Identification Number
Pakistan	CNIC	3410197039686

+ Click to Add

Father's Information

Father's Name* Rehmat Ali Raiee

Occupation

CNIC e.g. 1234512345670

Status* Alive Deceased

Currently Employed

SAVE & CLOSE NEXT CLOSE

1. "Ask the System Administrator" error message

This is an idle session time out message. Which means that the session was left idle for 20 Minutes or more. Please refresh your browser and log in again.

Contact Details

In contact details you can enter your permanent, mailing and current address.

Personal Detail  Contact Education Employment Publication Project Certifications Skills Affiliations References Document Upload

Please use this section to add/update your address information

Permanent Address Details

Type: Permanent Address*

Country*

City*

Mailing Address Details

Same as Permanent Address Address*

Type: Mailing

Country*

City*

Current Address Details

Same as Permanent Address Address*

Type: Current

Country*

City*

Contact

Please use this section to update your contact information

Email: username@provider.com, Cell Phone: [Operator Code][Phone Number]

Contact Type	Contact Description
Primary Email	rabiahrehmat@gmail.com
Primary Cell Phone	+923065040933

 Click to Add

Social Contacts

Contact Type	Contact Description
	No content

 Click to Add

PREVIOUS SAVE & CLOSE NEXT CLOSE

Education

In education tab, you should enter the complete detail of your education. Click on add button to add education. Enter you details about your education and click on ADD/Update to list button in last. Add all your education one by one. And in the last click next button.

Qualification Details

Qualification Level*

Incomplete Education

Start Date* Date Month Year

Currently Enrolled

End Date* Date Month Year

Degree / Certificate Awarding Institute Details

Country*

City

Degree Awarding Institute

University Name on Degree*

School / College

Campus

Department

Department

Degree Type

Session Type

Program Title

Same as written on Awarded Degree

Program Title

Discipline

Major

Area of Research

Degree/Certificate Details

Title of Dissertation

Registration/Roll Number*

Education System

Academic Performance Details

Grading System* CGPA Marks Percentage

Total CGPA*

Obtained Percentage* %

Obtained CGPA

Buttons: APPLY FOR DEGREE ATTESTATION, SEARCH MISSING DEGREE PROGRAM, PREVIOUS, SAVE & CLOSE, NEXT, CLOSE, ADD / UPDATE TO LIST, CANCEL

if you have problem to locate your university department, campus and program title contact on this email (pmu@hec.gov.pk)

1. My degree program/campus/department is not visible on the academic tab of profile. What should I do?

Please use "Search and Add Missing Degree Program" option to search or add a missing degree program, department in your education tab. The option is available in education tab of your profile. Alternatively, the list of focal person is available on HEC website

(<http://hec.gov.pk/english/services/universities/pqr/Pages/HEIs-Focal-Persons.aspx>).

2. Error in entering the qualification level

Your degrees should be added in chronological order.

Upload Documents

Upload your personal and educational document. Uploaded documents size less than 500 kb.

My Profile

27%

Personal Detail Contact Education Employment Publication Project Certifications Skills Affiliations References Document Upload

Personal Details Document List

No documents were uploaded.

upload your cnic front or back scan copy
size must be less then (500KB)

UPLOAD DOCUMENT REFRESH

Education Document List

No documents were uploaded.

upload scan degree and transcript here
size must be less then (500KB)

PREVIOUS SAVE & CLOSE CLOSE

1. File size upload error

- The maximum file size which may be uploaded is 500Kb.

2. Upload error, Error Retrieving documents, Document creation error, contact server administrator error

- Please wait for 15 minutes before retrying. If the problem persists please clear your browser cache or change your browser. If the issue persists for more than 1 hour; please drop us an email at itpos@hec.gov.pk

USAID Scholarship Program

- 1. Eligibility Criteria**

Please refer to HEC website

- 2. The read only fields in the application form shows wrong data**

All the read only fields in the application form are being fetched from your profile. To change these values, you must change these values in your profile. If there is any discrepancy between the values in your profile and the data in your application form, please email us at info@hec.gov.pk

USAID Scholarship Program

- Accessing Application Form

The screenshot shows the dashboard interface. On the left is a navigation menu with the following items: Dashboard, My Profile, Grievance Redressal Portal, Research and Development, Scholarship and Grants (expanded), Approved PhD Supervisor, Foreign Funded Scholarship Program, Merit and Need Based Scholarship Program (USAID) (expanded), and Application Form. The main content area is titled 'Dashboard' and contains a notification: 'Your profile is 27% completed. Please select "My Profile" and "Account Settings" from the top right corner of the screen to update your profile and account settings.' Below this is a section titled 'My Applications' with a refresh icon. It contains a table with the following data:

Application ID	Description	Status	Date
179	Admission of Foreign Nationals through Open Merit in Self Finance Scheme	Saved	28-Aug-2018
178	Admission of Foreign Nationals through Open Merit in Self Finance Scheme	Saved	27-Aug-2018
177	Admission of Foreign Nationals through Open Merit in Self Finance Scheme	Saved	27-Aug-2018
20219	Pak-USAID Merit & Needs Based Scholarship Program	Saved	27-Aug-2018

Click on 'Scholarship and Grants' to open the sub menu. Click 'Merit and Need Based Scholarship Program (USAID)' and then click 'Application Form' to access USAID Application Form

- Application Form

o Questionnaire

1. Select 'Yes' and click Submit to access the application form

The screenshot shows the 'Questionnaire' page. The navigation menu on the left is the same as in the previous screenshot, with 'Application Form' selected. The main content area is titled 'USAID Scholarship' and 'Questionnaire'. It contains a warning: 'Please read the following statements carefully. It is mandatory to answer all the questions otherwise application will not be entertained.' Below this is a table with the following data:

Statements	Yes/No
Are you a Pakistani / AJK National?	<input type="radio"/> Yes <input checked="" type="radio"/> No

A green 'SUBMIT' button is located at the bottom right of the form.

- Guideline tab

1. Click Next to move to Personal Details tab, click Save and Close to save application and close application form

USAID Scholarship Form

0%

Guideline Personal Details Education Family Information Expenditures Asset Details Document Checklist Other Details

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).

INSTRUCTIONS FOR FILLING OUT THE SCHOLARSHIP APPLICATION FORM:

1. Fill in the form using black ball point pen and write in capital letters and leave space between words
2. Read the application form carefully
3. Before filling the original form make photocopy and fill it first
4. Submit duly completed application form to the Financial Aid Office along with supporting documents
5. Furnish factual, comprehensive and authentic information in the form
6. Whenever in doubt or lost, seek help from the Financial Aid Office
7. Check your application for spellings, grammatical errors and factual oversight
8. Keep a photocopy of the filled-in original application form for your record
9. Ensure that you have attached all the required documents by putting a tick mark in checklist
10. Answer all questions. Those not applicable should be marked "N/A"
11. Affidavit Need to be submitted after final selection of the candidate. For family financial reporting parents/guardian may be consulted for guidance

Definitions:

Family: Father, mother(s), brother(s), sisters(s), Self, Grandparents etc.

Pucca House: A pucca house is one, which has walls and roof made of the following material.

Wall material: Burnt bricks, stones (packed with lime or cement), cement concrete, timber, ekra etc

Roof Material: Tiles, GCI (Galvanized Corrugated Iron) sheets, asbestos cement sheet, RBC, (Reinforced Brick Concrete), RCC (Reinforced Cement Concrete) and timber etc.

Kutcha House: The walls and/or roof of which are made of material other than those mentioned above, such as un-burnt bricks, bamboos, mud, grass, reeds, thatch, loosely packed stones, etc. are treated as kutcha house.

Semi -Pucca house: A house that has fixed walls made up of pucca material but roof is made up of the material other than those used for pucca house.

Dependent Family Member: A family member is dependent if, he/she dependent s upon applicant father/guardian to meet his/her basic needs (food, clothing and shelter etc)

Do

1. Send your application by post or submit by hand to the admission office or focal person.
2. Arrange supporting documents as per Checklist sequence. Put all amounts in Pak Rs.
3. Do consult with parent(s)/guardian(s) for financial data accuracy & reliability
4. For the information not present/relevant write in capital letters 'N/A'

Don't

1. Provide False/vague/ incomplete information.
2. Don't overwrite/ scratch on the form.
3. Don't send scholarship application directly to HEC or USAID

SAVE & CLOSE NEXT

○ Personal Details tab

1. Select University, Degree Level, Discipline, Sub Discipline and Program Duration from the list given
2. Enter you Current Semester/Year and Registration Number
3. Enter your Mother Name, Mother CNIC Expiry Date, Mother CNIC, Guardian Name(if any) and Tehsil(if any)
4. Select any one Address from Address Details and any one Contact from Contact Details
5. All Read Only information is fetched from your profile therefore to change any of those values, you need to make changes to your profile
6. After entering all information, click Next to move to Education tab, click Save and Close to save application and close application form or click Previous to move to Guidelines tab

- Dashboard
- My Profile
- Grievance Redressal Portal >
- Research and Development >
- Scholarship and Grants >
- Administration and Coordination >
- Accreditation and Attestation >
- Academics >
- Finance and Budget >
- Learning Innovation >
- Planning and Development >
- Quality Assurance >
- Data Collection For Qualified Phd >
- Settings >

USAID Scholarship Form
0%

Guideline
Personal Details
Education
Family Information
Expenditures
Asset Details
Document Checklist
Other Details

If you require to edit this information, please select "My profile" from the menu on Top right.

General Information

University*	<input type="text"/>	Program Duration*	<input type="text"/>
Degree Level*	<input type="text"/>	Current Semester / Year*	<input type="text"/>
Discipline*	<input type="text"/>	University Reg. No*	<input type="text"/>
Sub Discipline*	<input type="text"/>		

Applicant Information

Candidate Name	Faizan Junani	Gender	Male
Father Name	Father Name	Guardian Name	<input type="text"/>
Mother Name*	<input type="text"/>	Mother CNIC*	<input type="text"/>
Mother CNIC Expiry Date*	Date <input type="text"/> Month <input type="text"/> Year <input type="text"/>		e.g. 1234512345670
Date Of Birth	04-Feb-1990	CNIC	
Nationality	United Arab Emirates	Marital Status	Married
Tehsil	<input type="text"/>	Age	28
		Domicile District	

Address Details

	Address Type	Address	City	District	Province	Zip Code
<input type="checkbox"/>	Permanent	address	Geylegphug			
<input type="checkbox"/>	Mailing	address	Geylegphug			
<input type="checkbox"/>	Current	address	Geylegphug			

Contact Details

	Contact Type	Contact Value
<input type="checkbox"/>	Primary Email	email1@email.com
<input type="checkbox"/>	Primary Cell Phone	556585412

PREVIOUS
SAVE & CLOSE
NEXT

○ Education tab

1. Enter Per Month Fee for each of your education listed in the table
2. All Read Only information is fetched from your profile therefore to change any of those values, you need to make changes to your profile
3. After entering all information, click Next to move to Family Information tab, click Save and Close to save application and close application form or click Previous to move to Personal Details tab

USAID Scholarship Form

25%

Reference Number HEC/HRD/USAID/2018/20219

Guideline Personal Details **Education** Family Information Expenditures Asset Details Document Checklist Other Details

If you require to edit this information, please select "My profile" from the menu on Top right.

Academic Details

Level	Institute	Campus/Sc...	Type	Start - End ...	Per Month Fee	CGPA / Ma...	Division	Grade
Secondary School Certificate / Matriculation / O - level	IBCC		Private Sector	Feb 1, 2000 - Jan 4, 2001	<input type="text"/>	50.00	2nd	C
Higher Secondary School Certificate / Intermediate/ A - level	IBCC		Private Sector	Apr 3, 2002 - Mar 3, 2003	<input type="text"/>	18.00	1st	A1
Bachelor (16 Years) Degree	NED Uni of Engineering & Technology, Karachi123	Main Campus	Public Sector	Apr 3, 2006 - Jan 2, 2010	<input type="text"/>	3.00	1st	A

PREVIOUS SAVE & CLOSE NEXT

○ Family Information tab

1. Select your Father Professional Status and Financial Support Other than Father Income
2. Select your Mother Status, Professional Status of your Mother and Parent's Marriage Relationship
3. Enter correct information about your Family Members
4. Enter correct information about your Family Income, Current Monthly Education Expenditure, Source of Income and Self Education Expenditure
5. All Read Only information is fetched from your profile therefore to change any of those values, you need to make changes to your profile
6. After entering all information, click Next to move to Expenditures tab, click Save and Close to save application and close application form or click Previous to move to Education tab

- Dashboard
- My Profile
- Grievance Redressal Portal >
- Research and Development >
- Scholarship and Grants >
- Administration and Coordination >
- Accreditation and Attestation >
- Academics >
- Finance and Budget >
- Learning Innovation >
- Planning and Development >
- Quality Assurance >
- Data Collection For Qualified Phd >
- Settings >

Reference Number HEC/HRD/USAID/2018/20219

- Guideline
- Personal Details
- Education
- Family Information
- Expenditures
- Asset Details
- Document Checklist
- Other Details

Father Information

Father Status Alive Father Professional Status Earning Not Earning Pensionable Retired

Father CNIC

Financial Support other than Father Income Aunt
 Brother
 Grand Father
 Grand Mother
 Guardian
 Mother
 Other
 Sister
 Uncle

Mother Information

Mother Status* Alive Deceased

Professional Status* House Wife Working Lady

Parent's Marriage Relationship* Combined Separated

Family Members

Total Family Members*	<input type="text"/>	Dependent Family Members*	<input type="text"/>
Total Earning Members*	<input type="text"/>	Studying Family Members*	<input type="text"/>
Brothers	<input type="text"/>	Sisters	<input type="text"/>

Family Income

Name of earning person	Profession	Financially Supporting Family	Relationship with Applicant	Gross Income (Rs.)	Net Income (Rs.)
No content					

Click to Add

Total Monthly Gross Income (Rs.) 0.00
 Total Monthly Net Income (Rs.) 0.00

Please include all income e.g Salary, Pension, Income from Land, mortgage, lease, dividends, shares etc in Gross income. Please attached the Latest Salary Slip/income certificate with application Form. The profession includes Public /Government Job ,Private Sector Job ,Business, Farmer , Laborer, self-employed, Other

Current Monthly Educational Expenditure

Name	Relationship with Applicant	Institute Name	Type of Institute	Class	Per Month Educatl...	Yearly Income
No content						

Click to Add

Total (Per Month) 0.00

Please convert semester, bi annual expenditure into monthly expenditure

Source of Income	Monthly Income	Yearly Income
No content		

Click to Add

Total Monthly Income (Rs.) 0.00

Self Education Expenditure

Self (Please include expenditure including tuition fee and lodging charges)

Per Month Education Expenditure*

- **If Father Status is 'Alive' and Father Professional Status is 'Earning':**
 1. Enter Father/Guardian's Employer Name, Father/Guardian's Designation, Father Guardian NTN and Tax Paid, Address of Employer, Telephone(if any) and Mobile(if any)
 2. Select Father/Guardian's Profession

The screenshot shows the 'USAID Scholarship Form' interface. The 'Family Information' tab is active, displaying the 'Father Information' section. The 'Father Status' is set to 'Alive'. The 'Father Professional Status' is set to 'Earning'. The form includes fields for 'Father/Guardian's Employer Name*', 'Father/Guardian's Designation*', 'Father/Guardian NTN and Tax paid*', 'Address of Employer*', 'Telephone (Office)', and 'Mobile'. There are also radio buttons for 'Aunt', 'Brother', 'Grand Father', 'Grand Mother', 'Guardian', 'Mother', 'Other', 'Sister', and 'Uncle' under 'Financial Support other than Father Income'.

- **If Father Status is 'Alive' and Father Professional Status is 'Not Earning':**
 1. Select appropriate option from the list If Not Earning

The screenshot shows the 'USAID Scholarship Form' interface. The 'Family Information' tab is active, displaying the 'Father Information' section. The 'Father Status' is set to 'Alive'. The 'Father Professional Status' is set to 'Not Earning'. The 'If Not Earning*' dropdown menu is set to 'Aged'. The 'Financial Support other than Father Income' section has radio buttons for 'Aunt', 'Brother', 'Grand Father', 'Grand Mother', 'Guardian', 'Mother', 'Other', 'Sister', and 'Uncle'.

2. If 'Other' is selected from the list 'If Not Earning':
 - Enter correct reason for Other

The screenshot shows the 'USAID Scholarship Form' interface. The 'Family Information' tab is active, displaying the 'Father Information' section. The 'Father Status' is set to 'Alive'. The 'Father Professional Status' is set to 'Not Earning'. The 'If Not Earning*' dropdown menu is set to 'Other'. The 'Financial Support other than Father Income' section has radio buttons for 'Aunt', 'Brother', 'Grand Father', 'Grand Mother', 'Guardian', 'Mother', 'Other', 'Sister', and 'Uncle'.

○ **If Father Status is 'Alive' Father Professional Status is 'Pensionable Retired'**

The screenshot shows the USAID Scholarship Form interface. The left sidebar contains a navigation menu with items like Dashboard, My Profile, Grievance Redressal Portal, Research and Development, Scholarship and Grants, Administration and Coordination, Accreditation and Attestation, Academics, Finance and Budget, Learning Innovation, Planning and Development, Quality Assurance, and Data Collection For Qualified Phd. The main content area is titled 'USAID Scholarship Form' and shows a progress bar at 38%. The Reference Number is HEC/HRD/USAID/2018/20219. The 'Family Information' tab is active, displaying the 'Father Information' section. The Father Status is 'Alive'. The Father Professional Status is 'Pensionable Retired', with radio buttons for 'Earning', 'Not Earning', and 'Pensionable Retired' (which is selected). The 'Financial Support other than Father Income' section has checkboxes for various family members: Aunt, Brother, Grand Father, Grand Mother, Guardian, Mother, Other, Sister, and Uncle.

○ **If Father Status is 'Deceased'**

1. Enter father Demise Date

The screenshot shows the USAID Scholarship Form interface for a 'Deceased' father status. The left sidebar is similar to the previous screenshot but includes additional items like 'Approved PhD Supervisor', 'Foreign Funded Scholarship Program', 'Merit and Need Based Scholarship Program (USAID)', 'International Research Support Initiative Program (RSIP)', 'Partial Support Program (PSP)', 'Post Doctoral Fellowship Program (PDFP)', 'Visiting Scholars Program', and 'Short Term Faculty Hiring Program'. The main content area shows the 'Father Information' section. The Father Status is 'Deceased'. The Demise Date field is empty and has a calendar icon. The Father Professional Status is 'Pensionable Retired', with radio buttons for 'Earning', 'Not Earning', and 'Pensionable Retired' (which is selected). The 'Financial Support other than Father Income' section has checkboxes for various family members: Aunt, Brother, Grand Father, Grand Mother, Guardian, Mother, Other, Sister, and Uncle.

- **If Father Status is 'Deceased' and Guardian Professional Status is 'Earning':**
 1. Enter Demise Date, Father/Guardian's Employer Name, Father/Guardian's Designation, Father Guardian NTN and Tax Paid, Address of Employer, Telephone(if any) and Mobile(if any)
 2. Select Father/Guardian's Profession

Father Information

<p>Father Status Deceased</p> <p>Father CNIC 1234512345670</p> <p>Father/Guardian's Employer Name* <input type="text"/></p> <p>Father/Guardian Designation* <input type="text"/></p> <p>Father/Guardian NTN and Tax paid* <input type="text"/></p> <p>Financial Support other than Father Income <input type="checkbox"/> Aunt <input type="checkbox"/> Brother <input type="checkbox"/> Grand Father <input type="checkbox"/> Grand Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Mother <input type="checkbox"/> Other <input type="checkbox"/> Sister <input type="checkbox"/> Uncle</p>	<p>Demise Date* <input type="text"/> </p> <p>Guardian Professional Status <input checked="" type="radio"/> Earning <input type="radio"/> Not Earning <input type="radio"/> Pensionable Retired</p> <p>Father/Guardian's Profession* <input type="text"/></p> <p>Address of Employer* <input type="text"/></p> <p>Telephone (Office) <input type="text"/> <small>e.g. +922139999999</small></p> <p>Mobile <input type="text"/> <small>e.g. +929999999999</small></p>
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- **If Father Status is 'Deceased' and Guardian Professional Status is 'Not Earning':**
 1. Enter Demise Date
 2. Select appropriate option from the list If Not Earning

Father Information

<p>Father Status Deceased</p> <p>Father CNIC 1234512345670</p> <p>Financial Support other than Father Income <input type="checkbox"/> Aunt <input type="checkbox"/> Brother <input type="checkbox"/> Grand Father <input type="checkbox"/> Grand Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Mother <input type="checkbox"/> Other <input type="checkbox"/> Sister <input type="checkbox"/> Uncle</p>	<p>Demise Date* <input type="text"/> </p> <p>Guardian Professional Status <input type="radio"/> Earning <input checked="" type="radio"/> Not Earning <input type="radio"/> Pensionable Retired</p> <p>If Not Earning* <input type="text"/></p>
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3. If 'Other' is selected from the list 'If Not Earning':
 - Enter correct reason for Other

Father Information

<p>Father Status Deceased</p> <p>Father CNIC 1234512345670</p> <p>Financial Support other than Father Income <input type="checkbox"/> Aunt <input type="checkbox"/> Brother <input type="checkbox"/> Grand Father <input type="checkbox"/> Grand Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Mother <input type="checkbox"/> Other <input type="checkbox"/> Sister <input type="checkbox"/> Uncle</p>	<p>Demise Date* <input type="text"/> </p> <p>Guardian Professional Status <input type="radio"/> Earning <input checked="" type="radio"/> Not Earning <input type="radio"/> Pensionable Retired</p> <p>If Not Earning* <input type="text"/></p> <p>If Not Earning* <input type="text"/></p>
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○ **If Father Status is 'Deceased' and Father Professional Status is ' Pensionable Retired'**

1. Enter Demise Date

Father Information

Father Status	Deceased	Demise Date*	<input type="text"/>
Father CNIC	1234512345670	Guardian Professional Status	<input type="radio"/> Earning <input type="radio"/> Not Earning <input checked="" type="radio"/> Pensionable Retired
Financial Support other than Father Income	<input type="checkbox"/> Aunt <input type="checkbox"/> Brother <input type="checkbox"/> Grand Father <input type="checkbox"/> Grand Mother <input type="checkbox"/> Guardian <input type="checkbox"/> Mother <input type="checkbox"/> Other <input type="checkbox"/> Sister <input type="checkbox"/> Uncle		

○ **If Mother Professional Status is 'Working Lady':**

1. Select Mother Profession from the list

Mother Information

Mother Status*	<input checked="" type="radio"/> Alive <input type="radio"/> Deceased	Mother Profession*	<input type="text"/>
Professional Status*	<input type="radio"/> House Wife <input checked="" type="radio"/> Working Lady		
Parent's Marriage Relationship*	<input type="radio"/> Combined <input checked="" type="radio"/> Separated		

○ **If Mother Status is Deceased:**

1. Enter Mother Demise Date

Mother Information

Mother Status*	<input type="radio"/> Alive <input checked="" type="radio"/> Deceased	Demise Date*	<input type="text"/>
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○ Expenditures tab

1. Enter correct values for the Monthly Family Expenditures listed in the section
2. Enter correct Accommodation Expenditure details
3. Enter any other house/flat details(if any)
4. All Read Only information is fetched from the previous tabs or calculated automatically
5. After entering all information, click Next to move to Asset Details tab, click Save and Close to save application and close application form or click Previous to move to Family Information tab

☰

- Dashboard
- My Profile
- Grievance Redressal Portal >
- Research and Development >
- Scholarship and Grants >
- Administration and Coordination >
- Accreditation and Attestation >
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- Finance and Budget >
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- Planning and Development >
- Quality Assurance >
- Data Collection For Qualified Phd >
- Settings >

USAID Scholarship Form

50%

Reference Number HEC/HRD/USAID/2018/20219

Guideline ✔

Personal Details ✔

Education ✔

Family Information ✔

Expenditures

Asset Details

Document Checklist

Other Details

Monthly Family Expenditure

Average Telephone bill of last Six months*	<input type="text" value="1,500.00"/>	Average Family Educational Expenditure other than applicant	75,000.00
Average Electricity bill of last Six months*	<input type="text" value="5,000.00"/>	Applicant Educational Expenditure	25,000.00
Average Gas bill of last Six months*	<input type="text" value="700.00"/>	Average Family Expenditure on Kitchen/Food*	<input type="text" value="7,000.00"/>
Average Water bill of last Six months*	<input type="text" value="2,000.00"/>	Average Family Medical Expenditure*	<input type="text" value="19,000.00"/>
Average Monthly Mobile bill*	<input type="text" value="1,500.00"/>	Average Family Misc. Expenditure*	<input type="text" value="5,000.00"/>
Accommodation Expenditure, in case of rent	<input type="text" value="15,000.00"/>	Total Monthly Expenditure	156,700.00

Total Family Expenditures

Detail	Total Monthly Income	Per Month Amount
Net reusable income (Total Monthly Gross Income - Total Monthly Expenditure)	450,000.00	293,300.00

Accommodation Expenditures

Type*	<input type="text"/>	Structure*	<input type="text"/>
Status*	<input type="text"/>	Number of Bed Rooms*	<input type="text"/>
Total Size of the house in Sq. ft. (Sq. ft. = length in feet x width in feet)*	<input type="text"/>	Covered Area in Sq. ft. (Sq. ft. = length in feet x width in feet)*	<input type="text"/>
Number of Air Conditioners*	<input type="text"/>	Number of Servants*	<input type="text"/>
Accommodation Monthly Rent (Rs.)	15,000.00	Address*	<input style="height: 40px;" type="text"/>

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

PREVIOUS
SAVE & CLOSE
NEXT

○ Asset Details tab

1. Select 'Yes' or 'No' for Does the family own any transport and Does the family own any cattle
2. Enter appropriate details for Assets Worth(Current Market Value)
3. Enter Detail of Asset on Lease(if any)
4. After entering all information, click Next to move to Document Checklist tab, click Save and Close to save application and close application form or click Previous to move to Expenditures tab

☰

USAID Scholarship Form

Reference Number HEC/HRD/USAID/2018/20219

Guideline ✔

Personal Details ✔

Education ✔

Family Information ✔

Expenditures ✔

Asset Details

Document Checklist

Other Details

Does the family own any transport? Yes No

Cattle Details

Does the family own any cattle? Yes No

Assets Worth (Current Market Value)

Title	Quantity	Current Market Value
Other House (Size in Sq. Ft.)	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Business	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Agriculture Land (Size in Acre)	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Bank Balance	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Stocks/Prize Bond	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Plot(s) (Size in Sq. Ft.)	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Any Other Asset	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
		Total Assets Worth (Rs.) 0.00

Detail of Assets on Lease
(Please specify)

PREVIOUS

SAVE & CLOSE

NEXT

- **If 'Does the family own any transport' is 'Yes':**
 1. Click 'Click to Add' button to add transport details

- Dashboard
- My Profile
- Grievance Redressal Portal >
- Research and Development >
- Scholarship and Grants >
- Administration and Coordination >
- Accreditation and Attestation >
- Academics >
- Finance and Budget >
- Learning Innovation >
- Planning and Development >
- Quality Assurance >
- Data Collection For Qualified Phd >
- Settings >

USAID Scholarship Form

63%
Reference Number: HEC/HRD/USAID/2018/20219

Guideline
Personal Details
Education
Family Information
Expenditures
Asset Details
Document Checklist
Other Details

Does the family own any transport? Yes No

Transport Details

Transport Type *	Engine Capacity (CC)	Quantity	Current Market Value
No content			

Click to Add

Total Value of Transport 0.00

* Others: include tractor, rickshaw, bi-cycle, motorcycle rickshaw, carriage pick, truck etc.

- **If 'Does the family own any Cattle' is 'Yes':**
 1. Click 'Click to Add' button to add Cattle details

- Administration and Coordination >
- Accreditation and Attestation >
- Academics >
- Finance and Budget >
- Learning Innovation >
- Planning and Development >
- Quality Assurance >
- Data Collection For Qualified Phd >
- Settings >

Cattle Details

Does the family own any cattle? Yes No

Cattle Type	Quantity	Current Market Value
No content		

Click to Add

Total Value of Cattle 0.00

o Document Checklist tab

1. Upload any optional documents you wish to add
2. After uploading any optional documents, click Next to move to Other Details tab, click Save and Close to save application and close application form or click Previous to move to Asset Details tab

- Dashboard
- My Profile
- Grievance Redressal Portal >
- Research and Development >
- Scholarship and Grants >
- Administration and Coordination >
- Accreditation and Attestation >
- Academics >
- Finance and Budget >
- Learning Innovation >
- Planning and Development >
- Quality Assurance >
- Data Collection For Qualified Phd >
- Settings >

USAID Scholarship Form
75%

Reference Number HEC/HRD/USAID/2018/20219

Guideline ✔
Personal Details ✔
Education ✔
Family Information ✔
Expenditures ✔
Asset Details ✔
Document Checklist
Other Details

Title	Attached
Copy of Father CNIC	<input type="checkbox"/>
Copy of Mother CNIC	<input type="checkbox"/>
Copy of Guardian CNIC	<input type="checkbox"/>
Income Tax Certificate of Father	<input type="checkbox"/>
Income Tax Certificate of Mother	<input type="checkbox"/>
Income Tax Certificate of Guardian	<input type="checkbox"/>
Copy of last Income Tax Return of Father	<input type="checkbox"/>
Copy of last Income Tax Return of Mother	<input type="checkbox"/>
Copy of last Income Tax Return of Guardian	<input type="checkbox"/>
Picture of House	<input type="checkbox"/>
Copies of last six (06) month Electricity bill	<input type="checkbox"/>
Copies of last six (06) month Gas bill	<input type="checkbox"/>
Copies of last six (06) month Telephone bill	<input type="checkbox"/>
Copies of last six (06) month Water bill	<input type="checkbox"/>
Attested copy of rent agreement (if applicable)	<input type="checkbox"/>
Copies of last & latest fee receipts of self and siblings	<input type="checkbox"/>
Copies of Medical bills/ expenditure related documents (if applicable)	<input type="checkbox"/>
Copies of previous scholarship(s) attained (if applicable)	<input type="checkbox"/>
Statement of Purpose & passport size Photographs	<input type="checkbox"/>
Salary Certificate of Father/ Guardian	<input type="checkbox"/>
Salary Certificate of Mother	<input type="checkbox"/>

Document List

No documents were uploaded.

UPLOAD DOCUMENT
REFRESH

PREVIOUS
SAVE & CLOSE
NEXT

○ Other Details tab

1. Enter correct information for 'How were the admission/first semester charges paid'
2. Select right option for 'Have you ever been awarded any scholarship before'
3. Enter your Statement of Purpose details
4. Select suitable option from the list for Advertisement Details
5. Undertaking checkbox should be ticked to move on with submitting the application
6. After entering all information, click Submit to submit the application, click Save and Close to save application and close application form or click Previous to move to Documents Checklist tab

USAID Scholarship Form

88%

Reference Number: HEC/HRD/USAID/2018/20219

Guideline ✓ Personal Details ✓ Education ✓ Family Information ✓ Expenditures ✓ Asset Details ✓ Document Checklist ✓ **Other Details**

How were the admission /first semester charges paid?*

Have you ever been awarded any other scholarship before? Yes No

Statement Of Purpose

Explain your suitability for this scholarship*

Advertisement Details

How did you know about USAID Merit and Needs-Based Scholarships Program?*

Undertaking

I hereby undertake and affirm that:

1. 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 financial assistance, the institute will stop further assistance and the student will have to refund all payment received and or penalty equal to total scholarship amount.
2. HEC and University reserves the right to use information given in this form for verification and other purposes.

PREVIOUS SAVE & CLOSE SUBMIT

○ **If 'Have you ever been awarded any other scholarship before' is 'Yes':**

1. Click 'Click to Add' button to add Scholarship Details

Have you ever been awarded any other scholarship before? Yes No

Scholarship Details

Please enter Scholarship details other than HEC Funded Scholarships

Name of Institute	Scholarship Name	Total Scholarship Amount (Rs.)	Total Scholarship Period	Class/Level at which Scholarship was granted
No content				

+ Click to Add

General FAQs:

1. Modus Operandi for Raising a query

- a. All of the queries sent to the support email address should be properly addressed with a subject in the email.
- b. Please share your CNIC and screenshot of the error in your email.
- c. Please use 1 email thread for correspondence
- d. We will get back to you in 24 hours' time, if not than please send us a reminder over the same thread.
- e. Please don't reply on computer generated emails.

2. If you are getting Service Maintenance Page

This happens when we are doing some deployment, normally we place a maintenance page; but if you are already logged in you may experience an error. Deployment takes around 1 hour and is done in non-working hours. If you are continuously getting the maintenance page message for an hour, please clear your browser cache or change your browser.

3. If you are getting error 500 or unauthorized access error message

Please use the link eportal.hec.gov.pk. The extra part after .pk/... is creating the issue for you. If the issue persists, please clear your browser cache or change your browser.

4. If you have forgotten the password or don't have access to your primary email on which the verification code is being sent

Please send us an email at itdps@hec.gov.pk with the copy of your original CNIC and we will reset your email.

5. “Ask the System Administrator” error message

This is an idle session time out message. Which means that the session was left idle for 20 Minutes or more. Please refresh your browser and log in again.

6. My degree program/campus/department is not visible on the academic tab of profile. What should I do?

Please use "Search and Add Missing Degree Program" option to search or add a missing degree program, department in your education tab. The option is available in education tab of your profile. Alternatively, the list of focal person is available on HEC website (<http://hec.gov.pk/english/services/universities/pqr/Pages/HEIs-Focal-Persons.aspx>).

7. Date Errors in entering the qualification level

Your degrees should be added in chronological order.

8. File size upload error

The maximum file size which may be uploaded is 500Kb.

9. Upload error, Error Retrieving documents, Document creation error, contact server administrator error

Please wait for 15 minutes before retrying. If the problem persists please clear your browser cache or change your browser. If the issue persists for more than 1 hour; please drop us an email at topos@hec.gov.pk

10. I am unable to download the application form print. What should I do?

Please ensure that the pop-up blocker of your browser is disabled.

11. I am getting an error “The maximum age criteria does not meet” What should I do?

Please read the eligibility criteria on the HEC website.

12. The read only fields in the application form shows wrong data

All the read only fields in the application form are being fetched from your profile. To change these values, you must change these values in your profile. If there is any discrepancy between the values in your profile and the data in your application form, please email us at topos@hec.gov.pk

13. How do I submit my application?

Submit button is on the last tab of the application form. Please make sure that you hit this button otherwise your application will not be considered.

14. How to check the status of application?

The status of application can be seen on the dashboard screen.