

# Online Application Form

For

## USAID-funded Merit and Needs Based Scholarship Program

### Main steps:

- Type <http://eportal.hec.gov.pk> in your browser like Firefox, Google Chrome, internet explorer
- Create an account (Register on HEC Portal)
  - Verify SMS Code
  - Verify Email Code
- Login with the CNIC and Password
- Create Profile
  - Personal Information
  - Academic information
  - Other details
- Apply for Scholarship(USAID-MNBSP)

- Type <http://eportal.hec.gov.pk> and Click “Register” on below screen



## Sign In

User ID

e.g. 1234512345670, firstname.lastname, firstname123

Password

Sign In

Reset

[Forgot Password?](#)

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

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- **Create an Account**

- Choose Your Nationality, Enter CNIC without “Dashes”, Set & Confirm Password

portal.hec.gov.pk/hec-portal-web/auth/register.jsf

## Create an account

Choose your Nationality \*

Choose your Nationality

CNIC \*

e.g. 1234512345670

Password \* Confirm Password \*

Password must be alphanumeric and atleast 8 characters

Primary Cell / Mobile number \*

Choose your Country Code

e.g. 3000000000

Primary Email \*

Send code

e.g. username@provider.com

12:39 PM  
1/19/2016

- Choose Country Code and type your cell no without zero “0”
- Click “Send Code”

The screenshot shows a web browser window with the URL `eportal.hec.gov.pk/hec-portal-web/auth/register.jsf`. The page displays a registration form with the following fields and options:

- Choose your Nationality \***: A dropdown menu with "Pakistan" selected.
- CNIC \***: A text input field containing "3310603205996". Below it is an example: "e.g. 1234512345670".
- Password \*** and **Confirm Password \***: Two text input fields, both containing masked characters (dots). Below them is a note: "Password must be alphanumeric and atleast 8 characters".
- Primary Cell / Mobile number \***: A dropdown menu with "Pakistan" selected, followed by a text input field containing "+92 3007258868" and a "Send code" button. Below it is an example: "e.g. 3000000000X".
- Primary Email \***: A text input field and a "Send code" button. Below it is an example: "e.g. username@provider.com".
- CAPTCHA**: A box containing a distorted image of the word "d3n4d" and a refresh icon.

The Windows taskbar at the bottom shows the time as 12:42 PM on 1/19/2016.

- You will receive message on screen "Code Sent to Cell Number Successfully"
- If code not received on Cell Number Click "Resend Code"

- Enter Code and click “Verify Number”

The screenshot shows a web browser window with the URL `portal.hec.gov.pk/hec-portal-web/auth/register.jsf`. The page contains a registration form with the following fields and elements:

- Choose your Nationality \***: A dropdown menu with "Pakistan" selected.
- CNIC \***: A text input field containing "3310603205996". Below it is an example: "e.g. 1234512345670".
- Password \*** and **Confirm Password \***: Two text input fields, both containing eight dots. Below them is a note: "Password must be alphanumeric and atleast 8 characters".
- Primary Cell / Mobile number \***: A dropdown menu with "Pakistan" selected, followed by a text input field containing "+92 3007258868" and a "Resend code" button. Below it is an example: "e.g. 3XXXXXXXXXX".
- SMS Verification Code \***: A text input field and a "Verify Number" button. A green message above the field reads: "Code sent to cell number successfully".
- Primary Email \***: A text input field and a "Send code" button. Below it is an example: "e.g. username@provider.com".

The Windows taskbar at the bottom shows the time as 12:44 PM on 1/19/2016.

- You will receive “SMS Code Verified Successfully”
- Enter “Primary Email” and click “Send Code”

Login successful

Higher Education Commi...

portal.hec.gov.pk/hec-portal-web/auth/register.jsf

Choose your Nationality \*

Pakistan

CNIC \*

3310603205996

e.g. 1234512345670

Password \*

Confirm Password \*

Password must be alphanumeric and atleast 8 characters

Primary Cell / Mobile number \*

Pakistan

+92 3007258868 Resend code

e.g. 3000000000

SMS Verification Code \*

31603 Verify Number

SMS code verified successfully

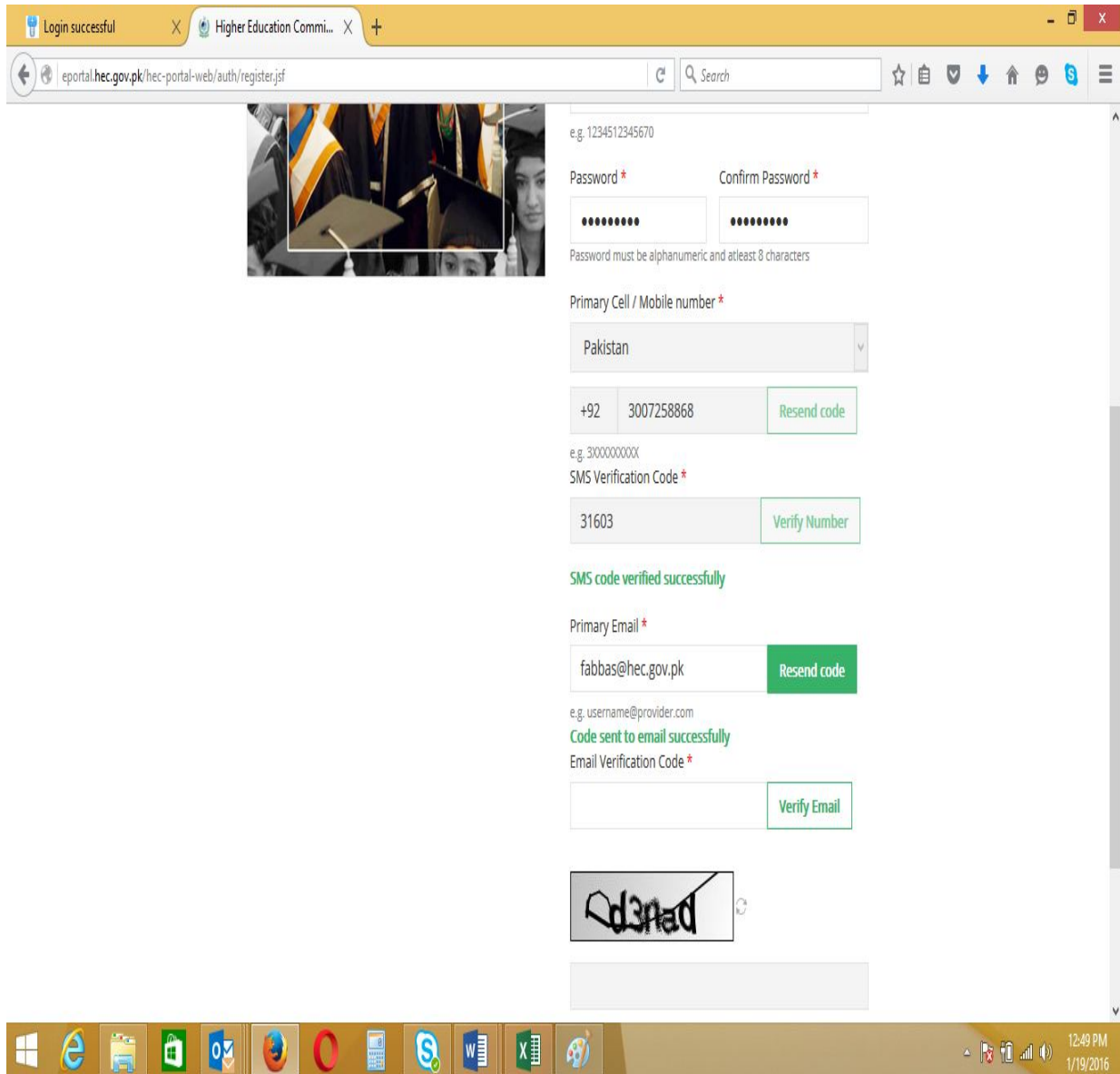
Primary Email \*

Send code

e.g. username@provider.com

Windows taskbar: 12:47 PM 1/19/2016

- You will receive message “Code sent to email successfully”
- Open email and type Number and click “Verify Email”



- Email received

The screenshot shows the Outlook interface with the following details:

- Subject:** HEC Common Profile - Email Verification
- From:** eportal
- To:** Farhat Abbas
- Body:**

Dear User,

You are almost there!

Please paste the following verification code in the field provided to continue with registration process.

Your verification code is "59961".

Higher Education Commission, Pakistan

At the bottom of the Outlook window, a status bar indicates: "Unable to log in to: SharePoint." The taskbar at the very bottom shows the system tray with the date and time: 12:51 PM, 1/19/2016.

- You will receive a message “Email Code verified successfully”



Primary Cell / Mobile number \*

Pakistan

+92 3007258868 Resend code

e.g. 3000000000

SMS Verification Code \*

31603 Verify Number

SMS code verified successfully

Primary Email \*

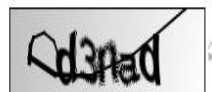
fabbas@hec.gov.pk Resend code

e.g. username@provider.com

Email Verification Code \*

59961 Verify Email

Email code verified successfully



Submit Cancel

- Enter "Captcha Code"

Captcha Code

- Enter Captcha Code as in below screen and click "Submit"

Pakistan

+92 3007258868 [Resend code](#)

e.g. 3000000000  
SMS Verification Code \*

31603 [Verify Number](#)

SMS code verified successfully

Primary Email \*

fabbas@hec.gov.pk [Resend code](#)

e.g. username@provider.com  
Email Verification Code \*

59961 [Verify Email](#)

Email code verified successfully

d3nad

[Submit](#) [Cancel](#)

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12:57 PM  
1/19/2016

- You will receive a message as in below screen

The screenshot shows a web browser window with the URL `eportal.hec.gov.pk/hec-portal-web/auth/login.jsf`. The page header features the Higher Education Commission, Pakistan logo and the tagline "Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan". A green message box displays: "✓ You have been registered successfully. Please check your email for further information." Below this is a "Sign In" section with input fields for "User ID" (with an example: `e.g. 1234512345670, firstname.lastname, firstname123`) and "Password". There are "Sign In" and "Reset" buttons, and a [Forgot Password?](#) link. A note at the bottom of the sign-in section says "Don't have an account yet, [Register](#)". A "BEST VIEWED ON" section shows icons for Internet Explorer, Firefox, and Chrome, with "ie9+" below them. The Windows taskbar at the bottom shows various application icons and the system clock indicating 1:00 PM on 1/19/2016.

- Email Received

The screenshot shows the Outlook interface with the following details:

- Subject:** eportal
- From:** HEC Common Profile
- To:** Farhat Abbas
- Date:** Tue 1/19/2016 1:01 PM
- Body:**

Dear User, Thank you for registering with HEC.

Dear User,  
Thank you for registering with HEC. You have successfully signed up.

To get started with your profile, you will be required to provide your personal, contact and academic details. Your profile will become a part of our active database where it will be saved for any future use.  
We appreciate the time you have spent in signing up with HEC.

Regards,  
Higher Education Commission, Pakistan

- Please Login with CNIC and Password as below and click "Sign In"

Login successful X Higher Education Commi... X +

eportal.hec.gov.pk/hec-portal-web/auth/login.jsf Search

 **Higher Education Commission, Pakistan**  
Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

✔ You have been registered successfully. Please check your email for further information.



## Sign In

User ID

e.g. 1234512345670, firstname.lastname, firstname123

Password

[Sign In](#) [Reset](#) [Forgot Password?](#)

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

BEST VIEWED ON



ie9+

Windows taskbar: 1:02 PM 1/19/2016

- If you forget password, please click “Forgot Password” on above screen
- This is “My profile” screen. It consists of 11 Tabs
- Click each Tab on eby one and fill the relevant fields

- Dashboard
- My Profile**
- Research and Development >
- Scholarship and Grants >
- Administration and Coordination >
- Academics >

**My Profile**

0%

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

**Tell us about Yourself!**

**Title\***

**First Name\***

**Middle Name**

**Last Name\***

**Marital Status\***

- Married
- Separated / Divorced
- Single
- Widowed

**Gender\***  Female  Male  Other

No file selected.

**Biographical Information**

**Date of Birth\***  Date  Month  Year

**Country of Birth\***

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My Profile

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

**Tell us about Yourself!**

Title\*


First Name\*

Middle Name

Last Name\*

Marital Status\*  Married  Separated / Divorced  Single  Widowed

Gender\*  Female  Male  Other

  Photo.jpg

Your picture has been uploaded successfully

**Biographical Information**

Date of Birth\*

Country of Birth\*

Domicile Province\*

Domicile City\*

Higher Education Commission of Pakistan

Religion\*  Domicile District\*

**National ID**

Please enter your identity information

Country	Type	Identification Number
Pakistan	CNIC	3310603205996

Click to Add

**Father's Information**

Father's Name\*

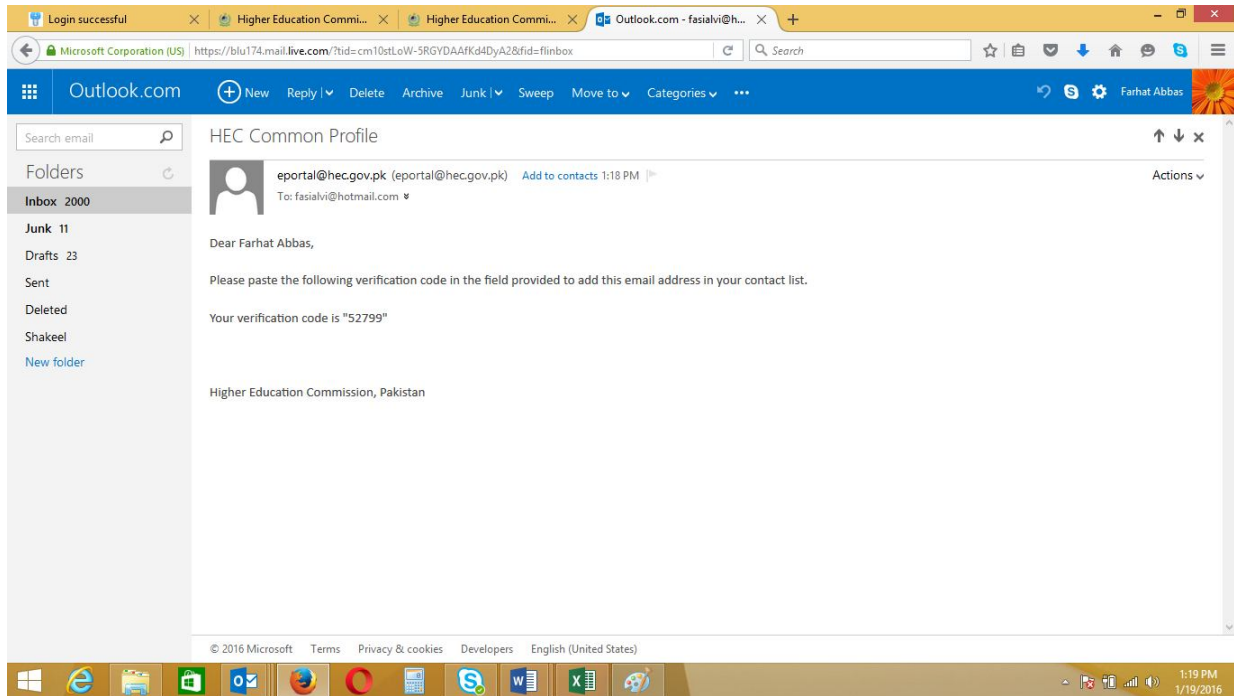
CNIC

e.g. 1234512245670

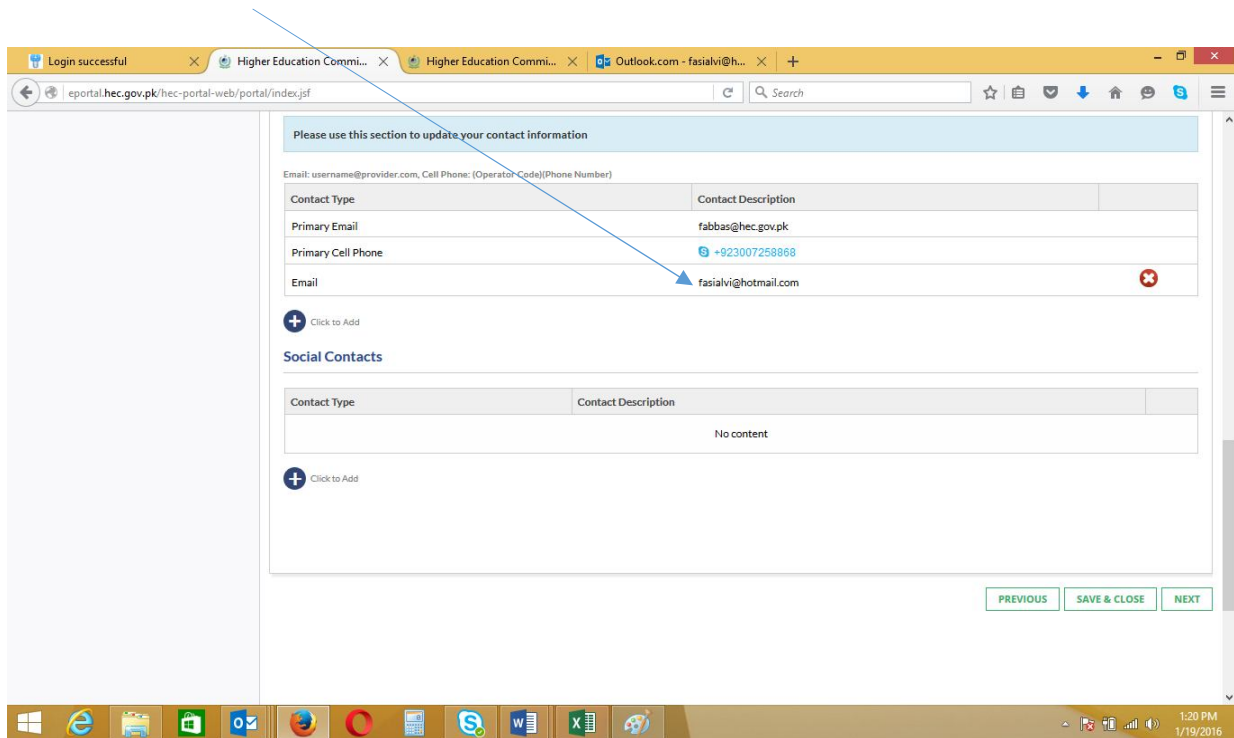
Status\*  Alive  Deceased

- You can add additional Contact also by clicking “+” sign below the “Contact”
- It will also require code verification, Click “Send Code”
- Enter code and click “Add”





- New Email Added



- "Education" Tab contains Qualification Level

Click "+" sign and insert first level

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My Profile

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

Qualification Level	Program Title	Discipline	Obtained Marks/CGPA
No content			

+ Click to Add

PREVIOUS SAVE & CLOSE NEXT

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Qualification Level | Program Title | Discipline | Obtained Marks/CGPA

No content

+ Click to Add

**Tell Us About Your Education!**

Please enter your qualifications in lowest to highest (Chronological) order.  
Please select "Add/Update to List" button after adding information to save the record.

**Qualification Details**

Qualification Level\* [Dropdown]  
Program Title\* [Text]  
Discipline\* [Dropdown]  
Major [Dropdown]  
Area of Research [Text]  
School / College / Department Name\* [Text]

**Degree / Certificate Awarding Institute Details**

Country\* [Dropdown]  
City\* [Dropdown]  
Board / University\* [Dropdown]

**Degree/Certificate Details**

Education System [Dropdown]  
Start Date\* [Date] [Month] [Year]  
 Currently Enrolled  
End Date\* [Date] [Month] [Year]

**Academic Performance Details**

Grading System\*  CGPA  Marks  Percentage  
Total CGPA\* [Text]  
Obtained CGPA\* [Text]  
Obtained Percentage [Text] %  
Grade [Text]  
Division [Text]

Login successful | Higher Education Commi... | Outlook.com - fiasalvi@h... | eportal.hec.gov.pk/hec-portal-web/portal/index.jsf

Please enter your qualifications in lowest to highest (Chronological) order.  
Please select "Add/Update to List" button after adding information to save the record.

Qualification Details	Degree/Certificate Details
Qualification Level* Secondary School Certificate / Matriculation / O - level	Education System Annual
Program Title* Matric	Start Date* 1 April 1990
Discipline* Science	<input type="checkbox"/> Currently Enrolled
School / College / Department Name* Govt H/S 423 GB	End Date* 31 March 1992
Institute Sector* <input checked="" type="radio"/> Government <input type="radio"/> Private Sector	<b>Academic Performance Details</b>
<b>Degree / Certificate Awarding Institute Details</b>	Total Marks* 830
Country* Pakistan	Obtained Marks* 630
City* Faisalabad	Obtained Percentage 76.47 %
Board / University* BISE Faisalabad	Grade A
	Division 1st

Windows taskbar: 1:26 PM 1/19/2016

- Click " Add/Update to List"
- If you want to Edit the information under "Education", Click the Circular Button on the left side of the updated Qualification Level as in below screen



# Higher Education Commission, Pakistan

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- Dashboard
- My Profile
- Research and Development
- Scholarship and Grants
- Administration and Coordination
- Academics

## My Profile

18%

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


Qualification Level	Program Title	Discipline	Obtained Marks/CGPA
Secondary School Certificate / Matriculation / O - level	Matric	Science	650.00

+ Click to Add

PREVIOUS | SAVE & CLOSE | NEXT

Login successful
Higher Education Commi...
Higher Education Commi...
Outlook.com - fasia@h...

eportal.hec.gov.pk/hec-portal-web/portal/index.jsf
Search


**Higher Education Commission, Pakistan**  
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**My Profile**
18%

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

Qualification Level	Program Title	Discipline	Obtained Marks/CGPA
Secondary School Certificate / Matriculation / O - level	Matric	Science	650.00

**Tell Us About Your Education!**

Please enter your qualifications in lowest to highest (Chronological) order.  
 Please select "Add/Update to List" button after adding information to save the record.

**Qualification Details**

Qualification Level\*

Program Title\*

Discipline\*

School / College / Department Name\*

**Degree/Certificate Details**

Education System

Start Date\*

Currently Enrolled

End Date\*

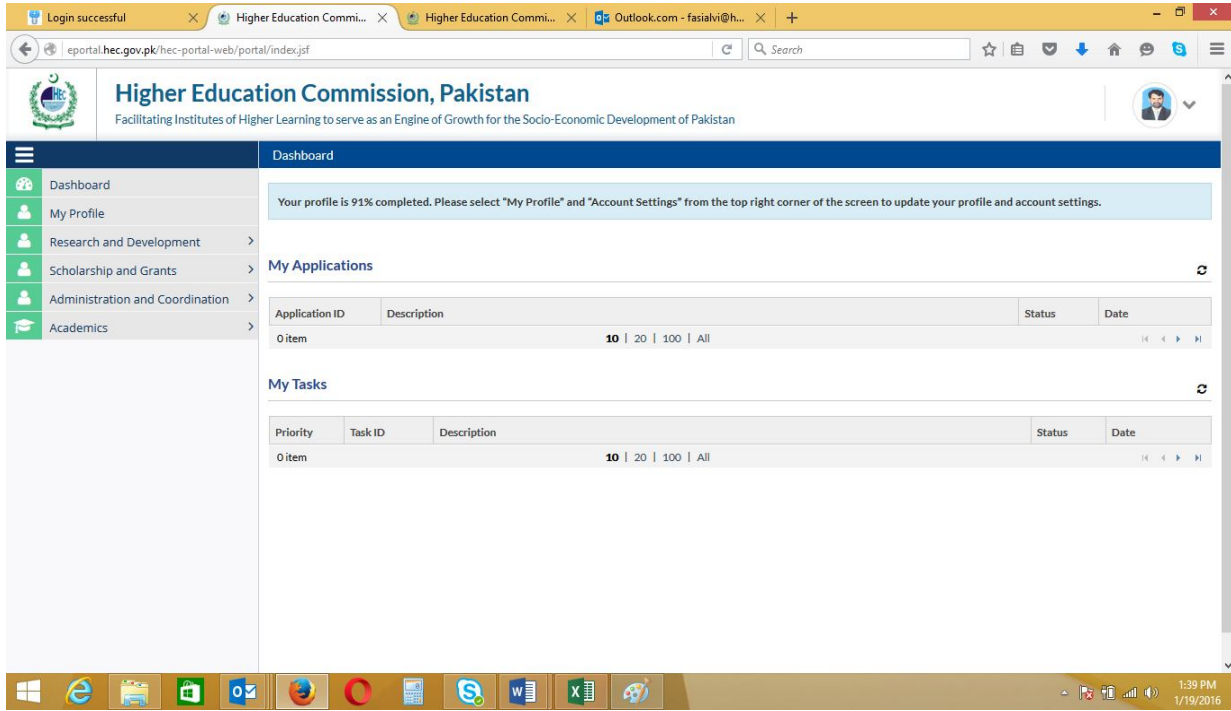
**Academic Performance Details**

1:31 PM  
1/19/2016

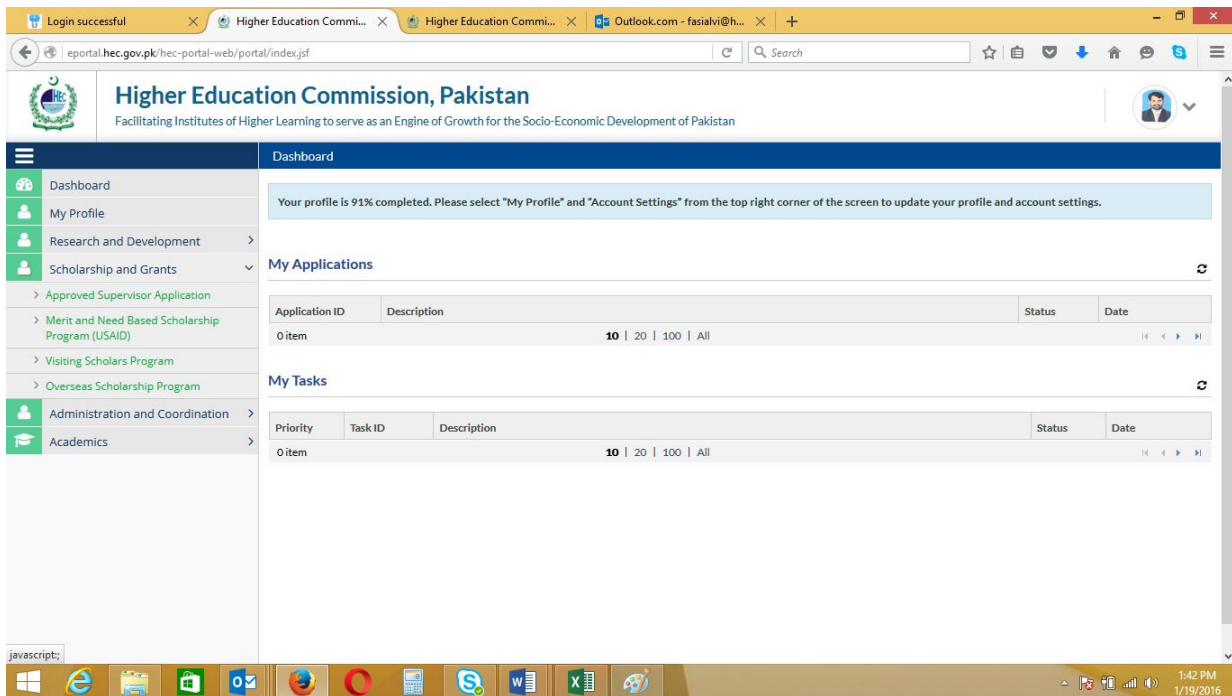
- Add information under all Tabs

- **How to Apply for USAID Scholarship**

- When you complete Profile and Click "Save & close", you will see the below screen



- **Click "Scholarship and Grants"**



- Click Merit and Need Based Scholarship Program
- You will see the below screen
- Click Application Form

The screenshot shows the Higher Education Commission, Pakistan portal dashboard. The page header includes the logo and the text "Higher Education Commission, Pakistan" and "Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan". The dashboard is titled "Dashboard" and contains a notification: "Your profile is 91% completed. Please select 'My Profile' and 'Account Settings' from the top right corner of the screen to update your profile and account settings." Below the notification are two sections: "My Applications" and "My Tasks". Both sections have a table with columns for Application ID, Description, Status, and Date. The "My Applications" table shows 0 items, and the "My Tasks" table also shows 0 items. The left sidebar contains a navigation menu with options: Dashboard, My Profile, Research and Development, Scholarship and Grants, Approved Supervisor Application, Merit and Need Based Scholarship Program (USAID), Application Form, Visiting Scholars Program, Overseas Scholarship Program, Administration and Coordination, and Academics. The Windows taskbar at the bottom shows the time as 1:43 PM on 1/19/2016.

- Below screen will be displayed and click "Yes/No" for AJK/Pakistani



Login successful | Higher Education Commi... | Higher Education Commi... | Outlook.com - fasiaivi@h... | +

eportal.hec.gov.pk/hec-portal-web/portal/index.jsf

## Higher Education Commission, Pakistan

Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

USAID Scholarship

### Questionnaire

Please read the following statements carefully. It is mandatory to answer all the questions otherwise application will not be entertained.

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

Windows taskbar: 1:46 PM 1/19/2016

Login successful | Higher Education Commi... | Higher Education Commi... | Outlook.com - fasiaivi@h... | +

eportal.hec.gov.pk/hec-portal-web/portal/index.jsf

## Higher Education Commission, Pakistan

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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 (Galvanised Corrugated Iron) sheets, asbestos cement sheet, RBC, (Reinforced Brick Concrete), RCC ( Reinforced Cement Concrete) and timber etc.

Windows taskbar: 1:47 PM 1/19/2016

6. Whenever in doubt or lost, seek help from the Financial Aid Office

**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 (Galvanised Corrugated Iron) sheets, asbestos cement sheet, RBC, (Reinforced Brick Concrete), RCC (Reinforced Cement Concrete) and timber etc.

**Kutchha 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 kutchha 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

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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\*  Program Duration\*

Degree Level\*  Current Semester / Year\*

Discipline\*  University Reg. No

Sub Discipline\*

**Applicant Information**

Candidate Name	Farhat Abbas	Gender	Male
Father Name	Nek Muhammad	Guardian Name	<input type="text"/>
CNIC	3310603205996	Marital Status	Married
Date Of Birth	10-Nov-1976	Age	39

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USAID Scholarship Form

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*	NWFP Agriculture University, Peshawar	Program Duration*	4 years
Degree Level*	Graduate	Current Semester / Year*	1
Discipline*	Agriculture	University Reg. No	
Sub Discipline*	Agriculture not elsewhere classified		

**Applicant Information**

Candidate Name	Farhat Abbas	Gender	Male
Father Name	Nek Muhammad	Guardian Name	
CNIC	3310603205996	Marital Status	Married
Date Of Birth	10-Nov-1976	Age	39

Address Details

Address Type	Address	City	District	Province	Zip Code
<input type="checkbox"/> Permanent	Chak No 421 GB	Tandlianwala	Faisalabad	Punjab	
<input type="checkbox"/> Mailing	Chak No 421 GB	Tandlianwala	Faisalabad	Punjab	
<input type="checkbox"/> Current	H 1157 St 95 Sector I-10/1	Islamabad	Islamabad	Islamabad Capital Territory	

Contact Details

Contact Type	Contact Value
<input type="checkbox"/> Primary Email	fabbas@hec.gov.pk
<input type="checkbox"/> Primary Cell Phone	3007258868
<input type="checkbox"/> Email	faisalvi@hotmail.com

PREVIOUS SAVE & CLOSE NEXT

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- The fields have been already updated in Profile and also required in Application Form will be filled automatically while Applying for Scholarship
- The fields not updated are required to be updated under each Tab
- After entering data under all tabs, click "Submit"
- The below screen shows the submitted form under Dashboard

The screenshot shows the Higher Education Commission, Pakistan portal. The header includes the logo and the text "Higher Education Commission, Pakistan" and "Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan". The user is logged in as "Farhat Abbas".

The dashboard contains the following sections:

- Navigation Menu:** Dashboard, My Profile, Research and Development, Scholarship and Grants, Administration and Coordination, Academics.
- Profile Notification:** "Your profile is 91% completed. Please select 'My Profile' and 'Account Settings' from the top right corner of the screen to update your profile and account settings."
- My Applications:** A table with columns: Application ID, Description, Status, Date.
 

Application ID	Description	Status	Date
1021	USAID Scholarship Application Form	Submitted	19-Jan-2016
- My Tasks:** A table with columns: Priority, Task ID, Description, Status, Date. It shows 0 items.

Please Note that :

- The submitted Form cannot be edited. Please check saved information carefully before click "Submit".
- You can upload the required documents also
- Print Form by clicking "Print Application" and attach your copies of required documents
- Submit to the financial Aid office

For more information please e-mail to:

[Pnd@uhs.edu.pk](mailto:Pnd@uhs.edu.pk)

or

[fabbas@hec.gov.pk](mailto:fabbas@hec.gov.pk)