



Students Advancement Fund Endowment (SAFE) for Financial Year 2023-24

INSTRUCTIONS FOR FILLING OUT THE SCHOLARSHIP APPLICATION FORM:

Photo

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 needs to be submitted after final selection of the candidate. For family financial reporting parents / guardian may be consulted for guidance

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 will be required to appear for interview (s) in person.

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.

Kutch House:

The **walls** and/or roof of which are made of material other than those mentioned above, such as un-burnt bricks, mud, grass, reeds, thatch, loosely packed stones, etc. are treated as kutch 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. Submit application form by hand to your department
2. Arrange supporting documents as per Check list 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. Don't Provide False/vague/Incomplete information
2. Don't overwrite/ scratch on the form.
3. Don't send scholarship application directly to Financial Aid Office

SAFE Scholarship Scheme

Reference Number:

1. General Information

University Name: _____ Degree: _____

Campus: _____

Discipline: _____

Sub Discipline: _____ University Reg. No: _____

Program Duration: _____ Current Semester: _____

2. Applicant information

Name: _____ Gender: _____

Father Name: _____ Guardian Name: _____

CNIC (self): _____ Marital Status: _____

Date of Birth: _____ Age on last date of submission of form: _____

Nationality: _____ Domicile: _____

Tehsil: _____ Mobile No: _____

Email: _____

3. Address

Address Type	Address
Permanent/Current	

4. Previous Education Record of the Applicant

Certificate/ Degree	INSTITUTE/Name	PASSING YEAR	PER MONTH FEE	TOTAL MARKS/C GPA	OBTAINED MARKA/CGPA

5. Sibling Education Information

Total No of Sibling studying _____ Brothers _____ Sisters _____

S.No	Name	Relation with applicant	Gender	Name of School/ college/ University	Private/ Govt.	Per month fee
1						
2						
3						
4						
5						
6						

6. Family information

Father Status: Alive Deceased Earning/ Not Earning _____

If not Earning, then source of income _____

Father/Guardian CNIC: _____ Profession: _____

Designation (if in service) _____

Address of Employer: _____

Financial Support other than father income: _____

Father/Guardian NTN

Number and Tax paid: _____ Mother Status: Alive Deceased

Mother Profession: _____ Professional Status: _____

Active Mobile Number: _____

Telephone Number: _____

7. Family Members:

Total Family Members: _____ Dependent Family Members: _____

Total Earning Member(s): _____ Family Member(s) Studying: _____

No. of Brother(s): _____ No. of Sister(s): _____

8. **Family Income** _____ **in PK RS.**

9. **income From Other Sources** _____ **In Pk Rs.**

10. **Total Income** _____ **In Pk Rs**

11. **Monthly Educational Expenditure**

Name	Per Month Education Expenditure
Self (please include expenditure including tuition fee and loading charges)	

Name of earning Person	Profession	Financially supporting the family	Relationship with applicant	Gross Income (Rs.)	Net Income (Rs.)
Total Monthly Income					

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

12. Accommodation Expenditure

Type of House: Rented / Own Structure of House: Pacca/Kacha / Semi Pacca

Status: _____ No of Rooms: _____

Size of home in (Sq.ft) Covered Area
 (Sq. ft= length x width) (Sq.ft=length x width)

No. of Air Conditioners: _____

Number of Servants: _____

Monthly Rent Paid: _____

Address:- _____

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

a. Monthly Family Expenditure

Detail	Per month amount
Average Telephone bill of last Six months	
Average Electricity bill of last Six months	
Average Gas bill of last Six months	
Average water bill of last Six months	
Average monthly mobile bill	
Average family educational Expenditure other than Applicant	
Applicant Educational Expenditure	
Average family Expenditure on kitchen food	
Average family medical Expenditure	
Accommodation Expenditure in case of rent	
Average family Misc. Expenditure	
Total Monthly Expenditure	

Detail	Per month Amount
Net Reusable income (Total monthly income- Total monthly expenditure.)	

If the monthly income is negative kindly explain the reasons for the gap, and the arrangements through which the differential gap is met by the family.

13. Assets

Does the family own any Transport? _____

Does the family own any cattle? If yes, Please mention No. and financial estimation _____

Other Assets:

Other Assets	Quantity	Current Market Value (Rs)
Other House		
Business		
Agriculture land		
Bank Balance		
Stocks/ Prize Bond		
Plots(s)		
Any other Asset		
Total		

Detail of Assets on lease (Please Specify): _____

The admission / first semester charges paid. _____

Have you ever been awarded any other scholarship before? If yes please share the Statement of Purpose (attach separate sheet if required) _____

How did you know about SAFE merit and Needs- based Scholarships Program? _____

Check List

Supporting Documents to be submitted with Application form.

Application Form

S. No	SUPPORTING DOCUMENTS	STATUS
1	Copy of Applicant CNIC/B.FORM	
2	Copy of CNIC (Father, Mother/Guardian)	
3	Salary Slip/Income Certificate (Father/Guardian, Mother)	
4	Copies of last six-month utility bills (Electricity Gas, Telephone, water) (if applicable)	
5	Copy of Rent Agreement in case of Rented House	
6	Copies of Last Fee Receipts of Applicant and Siblings (if applicable)	
7	Copies of Medical Bills/expenditure related documents (if applicable)	
8	01 Passport size Photograph of Applicant	
9	Color Picture of House	
10	Attested photocopies of all academic documents	

Undertaking: I Mr. _____ student of _____ hereby undertake that:

1. The information given in this application is true to the best of my knowledge and I understand 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. University reserve the right to use information given in this form for verification and other purposes.

Date: - _____

Date: - _____

Father/ Guardian Signature _____

Applicant Signature: - _____

Checked & verified by:

I. Semester Coordinator Name: _____ Signature with stamp _____

II. Chairman of the Deptt: Signature with Stamp _____

For Official Use

Application Form Complete with supporting documents		Application Case Review Date	
The notices furnished to the applicant for furnishing of required documentation			
		Signature of the Financial Aid & Development	