

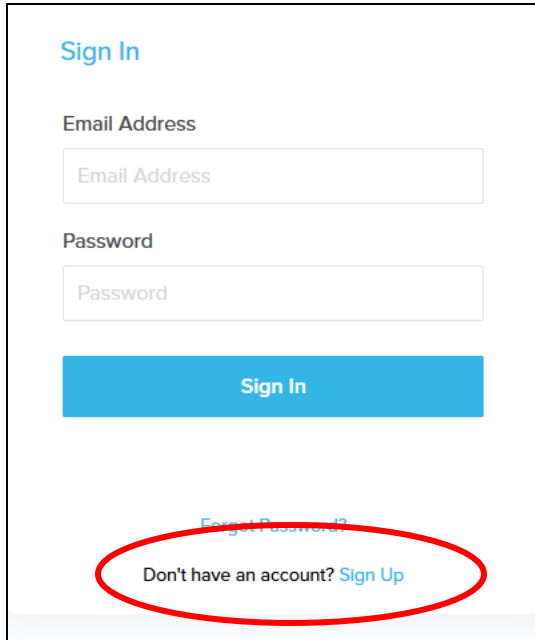
•• **Help the Blind**
•• **Foundation**

PIONEER IN UNIVERSITY EDUCATION FOR THE VISUALLY IMPAIRED

Zoho Sponsorship Application reference document

Please use the link below and open it in a new tab of your browser

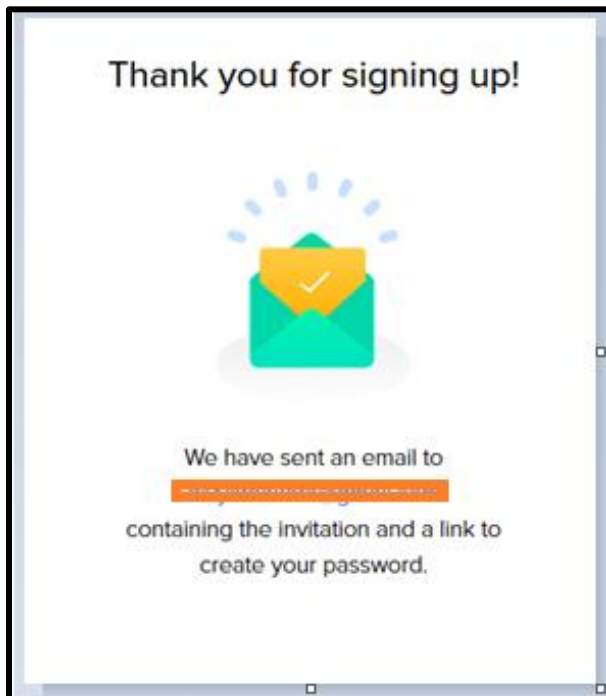
<https://htbf2020.zohocreatorportal.in>



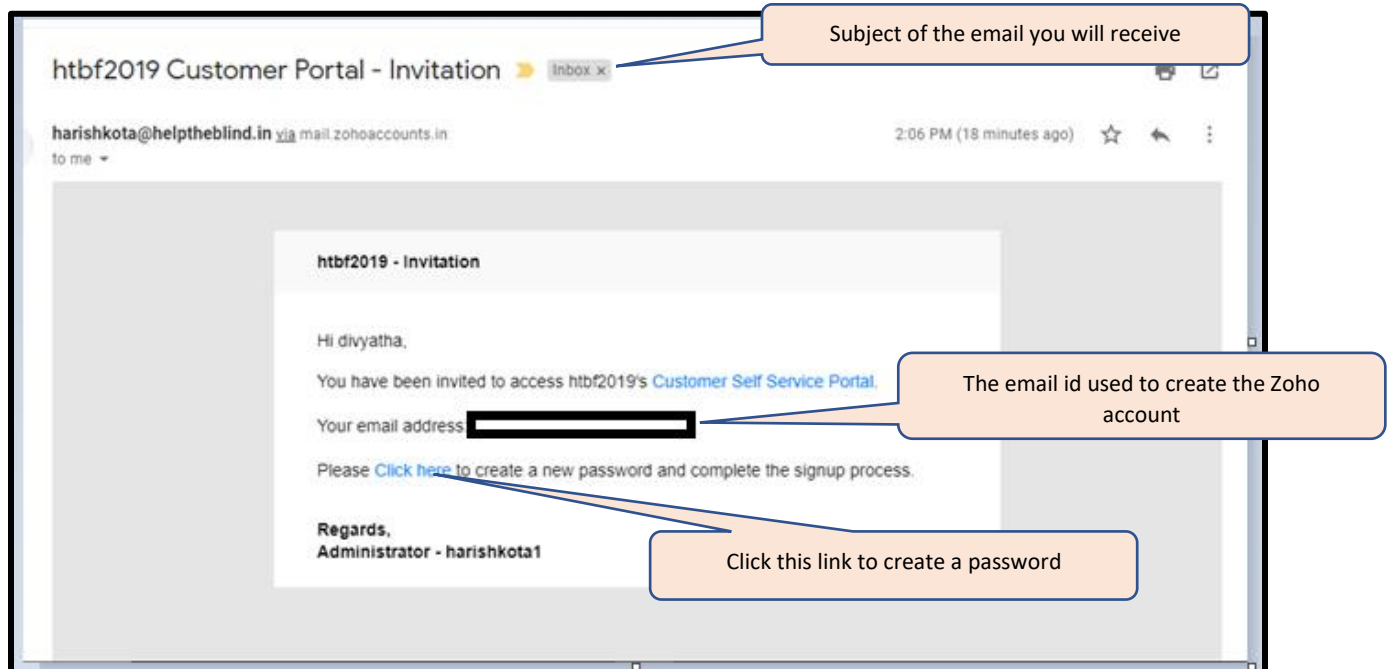
The image shows a 'Sign In' form with the following elements:

- Sign In** (Section Header)
- Email Address** (Label) above an input field containing the placeholder text 'Email Address'.
- Password** (Label) above an input field containing the placeholder text 'Password'.
- Sign In** (Button)
- Forgot Password?** (Link)
- Don't have an account? Sign Up** (Link), which is circled in red.

Using your personal email id or HTBF email id create a new account. After you create a new account you will see the screen as below where it mentions to check your email for a link to create a password for your login



Email like the below will be received. Click the link in the email to create a password for your account.



After entering the password and clicking Create, it will take you to the Sponsorship Application screen

The image shows a "Create Password" form. It has a title "Create Password" in blue. Below the title are two input fields: "Password" and "Confirm Password", both with "Password" as placeholder text. At the bottom of the form is a blue button labeled "Create".

You can start filling the Sponsorship fields with the relevant data

The screenshot shows a mobile application interface for 'Sponsorship App'. The top navigation bar is dark blue with 'Sponsorship App' in white. Below it, a teal bar contains a home icon and the text 'FY20-21 Sponsorship ...'. The main content area is white and titled 'Student application'. Underneath, there's a section titled 'Sponsorship Application'. It contains an 'Email' field with the text 'harishkota@rediffmail.com' and a mail icon. Below that is the 'Application Type' section with two radio buttons: 'New' (unselected) and 'Continuation' (selected). At the bottom of this section is the 'Aadhar Details' section, which is currently empty.

The “Email” field will have your email id. In the form, there few fields which you will not be able to edit, email field is one such field.

Choose the type of application “New” or “Continuation” student

If you applying for the first time for HTBF scholarship then select New; if you have already received HTBF Scholarship in the academic year 2019-20 then select Continuation.

This is a close-up screenshot of the form. The 'Email' field contains 'htbfrustee@gmail.com'. The 'Application Type' section shows the 'New' radio button selected, while 'Continuation' is unselected. The 'Aadhar Details' section is visible at the bottom but is empty.

If it is a continuation student, choose continuation option and type the aadhar number of the student in the field “Fetch Aadhar Details”. For continuation students based on the aadhar the details for College and other personal details as submitted in the year 2019 will be fetched and filled into the form

Sponsorship Application

Email

Application Type *

Aadhar Details

Fetch Aadhar Details

Place of stay * College Hostel Other

College Name *

If it is “New” student application choose new, below fields need to be filled in

Aadhar Number *

Place of stay * College Hostel Other

Fetch College Details

In the “Fetch College Details” choose the college of the student, the college City and other details will be filled by the system

College Name *

College City

College State

College Pincode

Please fill the rest if the details of the student as per the available information, If it is a continuation student please check missing information in the mandatory fields and fill them as per the student submitted documents.

Below field is where the UG/PG name has to be chosen

UG/PG Name *	B.Com	x ▼
UG_PG Subject Name	-Select-	▼
Current Graduation Year *	-Select-	▼

Choose the current graduation year of the student

UG/PG Name *	B.Com	x ▼
UG_PG Subject Name	Commerce	x ▼
Current Graduation Year *	-Select-	▼
10th %	9.00	%
12th %	60.00	%

Based on the graduation year and the other details like “No. of Arrears” the section of Mandatory document will be displayed. Please refer the below table for the Mandatory documents required for various scenarios

Documents Checklist

A Copy of Aadhaar card
(Attestation not required)

Received Not Received

A Copy of Bank passbook
(first page which has
name, account no. etc...)

Received Not Received

Mark sheet for both the
semesters of the previous
academic year.

Received Not Received

Bonafide Tution
certificate

Received Not Received

Bonafide Hostel
Expenses

Received Not Received





NN: Not Necessary

NA: Not Applicable

Mandatory Documents	UG 1st year (new)	UG 2nd&3rd Year (continuation)	PG 1st year (new / continuation)	PG 2nd year (continuation)
Interview Sheet meant for new students	Yes	NN	Yes	NN
Interview Sheet meant for continuation students with arrears	NA	Yes, for students with arrears	NA	Yes, for students with arrears
Students Visual Impairment certificate	Yes	NN	Yes, for New Students	NN
U.G. Students - 10th and 12th mark sheets	Yes	NN	NN	NN
P.G. Students - Consolidated U.G. mark sheet	NA	NA	Yes	NN
A Copy of Aadhaar card (Attestation not required)	Yes	Yes	Yes	Yes
A Copy of Bank passbook (first page which has name, account no. etc...)	Yes	Yes	Yes	Yes
Latest Income Certificate	Yes	NN	Yes	NN
Bonafide certificate along with estimate of expenses from the Hostel	Yes	Yes	Yes	Yes
Mark sheet for both the semesters of the previous academic year	NA	Yes	NN	Yes

- *UG students who were with HTBF and now applying for PG will be marked as "Continuation" but document wise we would need everything as for a new applicant ie For PG 1st Year students documents required are same irrespective of whether they took our sponsorship during UG or not.*

For Volunteers: The interview form for new students and for students with arrears is to be filled by volunteers who will conduct the interview once the student submits the online application form with other required mandatory documents.

Supporting Documents	Local Computer		
Interview Form	Select File		

All documents related to the application can be uploaded using the field “Supporting Documents”, please zip all the relevant files (Doc, pdf or image files etc...)

The Second field “Interview Form” can be used to upload the Interview Sheet wherever applicable

Below fields are related to student bank account details, if information is available please fill these fields.

Student Bank Account Details	
Bank Name	<input type="text" value="-Select-"/>
Name (as per Bank Accnt)	<input type="text"/>
Bank Accnt No.	<input type="text" value="0"/>
IFSC Code	<input type="text"/>

If you have any additional information you would like to convey please put in the Review comments

Review Comments	
Volunteer Comments	<input type="text"/>

For reference below is the list of fields that needs to be filled in the application

HELP THE BLIND FOUNDATION SPONSORSHIP ON LINE APPLICATION

CHECK LIST FOR CONTINUATION STUDENTS

(*** - marked fields are MANDATORY)

1. Student Photo ***
2. Place of stay 1. College hostel. 2. Other. ***
3. Fetch college details
4. College name ***
5. College city. (System will fill)
6. College state. (System will fill)
7. College Pincode ***, (System will fill)
8. Applicant name. ***
9. Date of birth. ***
10. Age
11. Visual Impairment %. ***
12. Gender. ***
13. Present Address ***
14. Present city
15. Present state ***
16. Present pincode ***
17. Permanent Address ***
18. Taluk
19. District
20. Permanent town / city
21. Permanent State. ***
22. Permanent Pin code ***
23. Student WhatsApp No ***
24. Student e mail
25. Name of father/ mother/ guardian ***
26. Parent/ guardian phone no.
27. Annual Income of family ***
28. Amount - any other sponsorship
29. Achievement in extracurricular activities
30. UG/PG name ***
31. UG/PG subject name
32. Current graduation year ***
33. 10th% (New Student only)
34. 12th% (New Student only)
35. UG I year %
36. UG II year %
37. UG consolidated (%) (For PG)
38. PG I year %
39. No of arrears ***
40. Bank Name
41. Name as per Bank account
42. Bank account number

43. IFSC code
44. Tuition Fee/ Living expenses ***
45. Hostel Fees. ***

*** - fields marked are MANDATORY

Documents Required, attested by Principal/ HOD

1. A copy of AADHAR card (No attestation)
2. A copy of bank passbook (1 page)
3. Latest Income certificate
4. Mark sheet for both semesters - Previous year (No attestation)
5. Bonafide Tution certificate
6. Tuition fees/ Living expense
7. Hostel Fees

For Volunteers:

Volunteers will be able to see more options like the below which will help them to

1. Enter data and submit application on behalf of students
2. View all declined applications
3. Inbox – all applications they have submitted, they can edit them till the Application Status is equal to “Submitted”
4. View all applications submitted in the region that volunteer is associated with

