

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

PIONEER IN UNIVERSITY EDUCATION FOR THE VISUALLY IMPAIRED

FAQ for Sponsorship Application

1. How do I log into the scholarship application?

1. Please go to this link and sign up <https://htbf2020.zohocreatorportal.in>
2. Once you sign up with your email id, you will receive an email to create password
3. After you enter the password the application screen will come up and you can enter the details in the Sponsorship application

2. Should I have a new mail ID or should I log in with existing mail ID

Existing email ID can be used

3. Can I fill the application in Hindi?

Please note to fill the application only in **ENGLISH** and in **CAPITAL** Letters

4. My name is Sachin. My father's name is Ramesh. Our family name is Tendulkar. How should I write my name? Or should I enter the name as given in the school certificate?

Please note to write the name of the candidate as in the school/college Certificate in **CAPITAL** letters so as to maintain uniformity

5. I am a PG student doing First year. Should I enter my status as new or continuation considering the fact that I received scholarship during my under graduation?

Please enter as Continuation. But the documents required will be as if they are new students. We need fresh income certificate, full consolidated marksheet and photo. No need for aadhaar card and VI certificate

6. I am a first-year student Is it enough if I mention AADHAAR number or should I submit/upload a copy of AADHAR card for verification?

If you are a new applicant (1st Year student) please enter the 12-digit **AADHAAR** number within the given box. Please also upload a copy of the AADHAR card

7. I am a second/third year student. Should I necessarily upload AADHAR details?

No need but just enter the AADHAR number to autofill the details.

8. I am a second year /third year student and last year I availed scholarship from HTBF. But when I entered my AADHAR number in the application, the system says “not found”. What should I do?

This should not normally happen as we have checked and corrected our data base. Even if it occurs, you simply enter the correct AADHAR number and upload the AADHAR card. Even then if difficulty persists, contact our Chennai office for clarification.

9. I have secured admission with AAA College. But I don't find the name of the college in the drop-down list. What should I do?

In this case, if you take up the matter with our volunteer / Chennai Office, we shall add the name of the college to the dropdown list, which will solve the problem

10. Why should I give details of my present address when I submit my bonafide certificate and my contact details?

This is required for our contact purposes

11. Last year I didn't stay in Hostel. This year I moved to college hostel. Should I submit a certificate to this effect that I am a hosteller along with my college bonafide certificate?

Yes. Every year, Hostellers must submit a proof to the effect that they stay in their college hostel by submitting a hostel bonafide certificate to claim that he is a hosteller.

12. If my estimated expenses are less than the prescribed amount am I eligible for full amount or the actual amount?

The sponsorship amount will be the lower of actual amount spent or eligible amount.

13. Last year I studied in AAAA college year. This year I moved to BBBB College for second year. What documents should I submit to get the scholarship?

Reasons for changing the college
Transfer Certificate from the old college
Admission certificate from the new college

14. I am a first/second year student and the final exams were not conducted by my university. What documents should I submit to prove my eligibility that I have to move to next year?

If the college confirms that you have been promoted to the next year, that should be enough
We also need the mark sheet of the odd semester.

15. Should I compulsorily provide details my place of stay even if I am a day scholar?

Yes. This is purely for contact purpose only. Please refer point no 10 for clarification

16. I do not find the name of the course that I study in the drop-down list. What should I do?

In this case, if you take up the matter with our volunteer / Chennai Office, we shall add the name of the course to the dropdown list, which will solve the problem

17. I do not find the name of the Bank in the drop-down list that appear in the screen with whom I maintain my account with. What should I do?

In this case, if you take up the matter with our volunteer / Chennai Office, we shall add the name of the Bank to the dropdown list, which will solve the problem

18. I am a student of a Five-year integrated course. Should I mention as a UG or PG?

Undergraduate Course

19. My vision is partial and has a certificate to that effect. What is the minimum prescribed level of eye sight to avail the scholarship facility?

40%

20. What are all the documents I should submit along with application? What if I am unable to submit/upload?

In the scholarship application, we have clearly mentioned a list of mandatory documents to be uploaded by every applicant with respect to their year of study. We have facilitated easy uploading of mandatory documents and as such you may not face any uploading problem. Still, if there is some problem, it may be due to poor internet connection which can be solved by using a good service provider's service

If you cannot load them despite all your attempts, you can send them to Chennai office by courier or by email to sponsorship@helptheblind.in but this may result in the delay of the sanction of the sponsorship

21. I am a day scholar. I intend to move to hostel a couple of months later. Is there a provision to provide higher scholarship for this type of movement?

Yes, if the College confirms it and the receipt for the hostel payment is produced along with the application

22. Should I inform every time when I change my mobile number/mail ID?

Yes. As the students are to be contacted to ascertain their progress, it is necessary that the students furnish their latest mobile number and mail id if they changed it. We advise students to keep their contact details unchanged,

23. I have received scholarship from another NGO. Should I mention that or skip?

Our motto is to identify the help the really deserving Visually Impaired students with our sponsorships. So, if you are receiving any substantial aid from any other NGO or Government, kindly let us know and depending on the quantum received by you, we would decide if we should still award the sponsorship to you or award it to some other deserving Visually Impaired student

24. I am a sportsman. What is the level of performance I should declare? College level, University Level, District Level, State level or National level?

State/University and National levels but supporting documents should be provided

25. My parents are not alive. I am staying with my guardian. Should I provide the details of employment, wages/salary of my Guardian or deceased parents?

That of the guardian

26. I understand that the family income should not exceed Rs.300000 to avail the scholarship. What if my Guardian's income is over 3.00 lakhs as he has his own family to maintain with? In this case will my application be rejected?

The decision depends on various factors like the size of the guardian's family and other factors which is left to the discretion of the Trustees

27. I am a student of PG 1 year. Should I furnish my 10th and 12th mark sheet or is it enough I submit a consolidated mark sheet for your perusal?

For a PG student it is enough if you submit the consolidated degree mark sheet

28. Is there a provision to save the application that I submitted and have a copy of it printed at a later date?

No

29. Can I have a dedicated mobile number to clarify my doubts or to know about the progress of my application at HTBF office?

Yes. We have made arrangements to sort out each and every genuine problem the applicant faces in filling up the scholarship applications. We have a dedicated mobile number which will be circulated shortly for the benefit of the applicants.

30. Will I get an acknowledgement from HTBF on submission of the application?

Yes, a number will be generated and made available

31. If I submit application beyond the cut-off date, will it not be considered?

Yes, will not be considered normally however, the Trustees can take a sympathetic view depending upon the circumstances of the case

32. I availed scholarship in the first year of UG but missed out in Second year. Can I apply now for the third year?

Yes. You can apply as continuation student but you have to give the reason for not applying the previous year and you managed to fund your education without our aid. The Trustees will then decide depending on the circumstances.

33. I filled the scholarship application and unable to submit. What should I do?

While filling the application you might have omitted some of the mandatory details and unless you fill in the required boxes/questions, you may not be able to submit. Please go through all the details and ensure filling up and submit.

34. In the scholarship application form, I noticed a small red color asterisk / star like symbol. What is that and why it is given?

The star like symbol is to indicate that it is compulsory to provide the required details. Unless you fill these columns/boxes with correct details, you may not be able to submit the application at the end.

35. My present address and permanent address are same. Should I necessarily fill up both columns or skip one?

Even if both the details are same, you must furnish in both the columns. Otherwise you may not be able to submit the application.

36. I have two mobile numbers. Which number should I furnish?

The one that you regularly use and any change in number should be advised to us immediately

37. My parents' occupation does not find a place in the dropdown list. What should I do?

Show it as "others"

38. I have arrears in my previous year exams. Should I disclose this or skip the details.

please disclose the arrears details and unless you disclose this, you may not be able to submit. If you do not have any arrears, please mention 0 (zero) in the relevant box.

39. Should I submit Income Certificate every year to claim scholarship? Does my family income include my parents' income alone or it includes my brothers/ sister's income too?

The income certificate should be valid when you are applying for the sponsorship. If the validity is one year only, then a fresh certificate has to be submitted every year.

The income certificate is normally issued for the full family. If your brothers /sisters are supporting your family, then their income should be added to your parents' income.

40. I maintain account with 2 / 3 Banks. Which Bank details should I furnish?

Give the details of the account which you regularly use