Azim Premji Foundation

Azim Premji Scholarship

Scholarship Portal

User Manual

Offer Acceptance

January 2025

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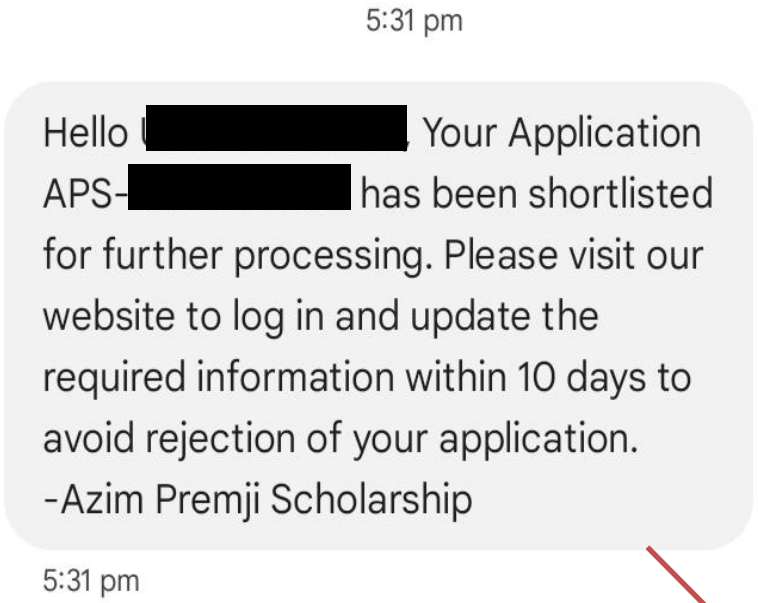
I. Preface

1. **The entire process for Azim Premji Scholarship is completely online. Link to the application form is available on the Azim Premji Foundation website.**
2. Applicant can also complete this entire process from the **browser of your smart phone**.
3. Please note that, in case submission of any additional documents are needed, Azim Premji Foundation will be **communicating it only through SMS on your registered mobile number.** Hence, it is important that the applicant keeps their registered mobile number updated on the Scholarship Portal and monitor it regularly for any SMS from us.
4. Also, the Foundation does not charge any fee at any stage of the scholarship application process. Beware of impostors who make such statements. We request you to exercise caution and not fall prey to such scams.
5. Please continue to visit the website for updates regarding the Azim Premji Scholarship.

II. SMS Request For Accepting Offer

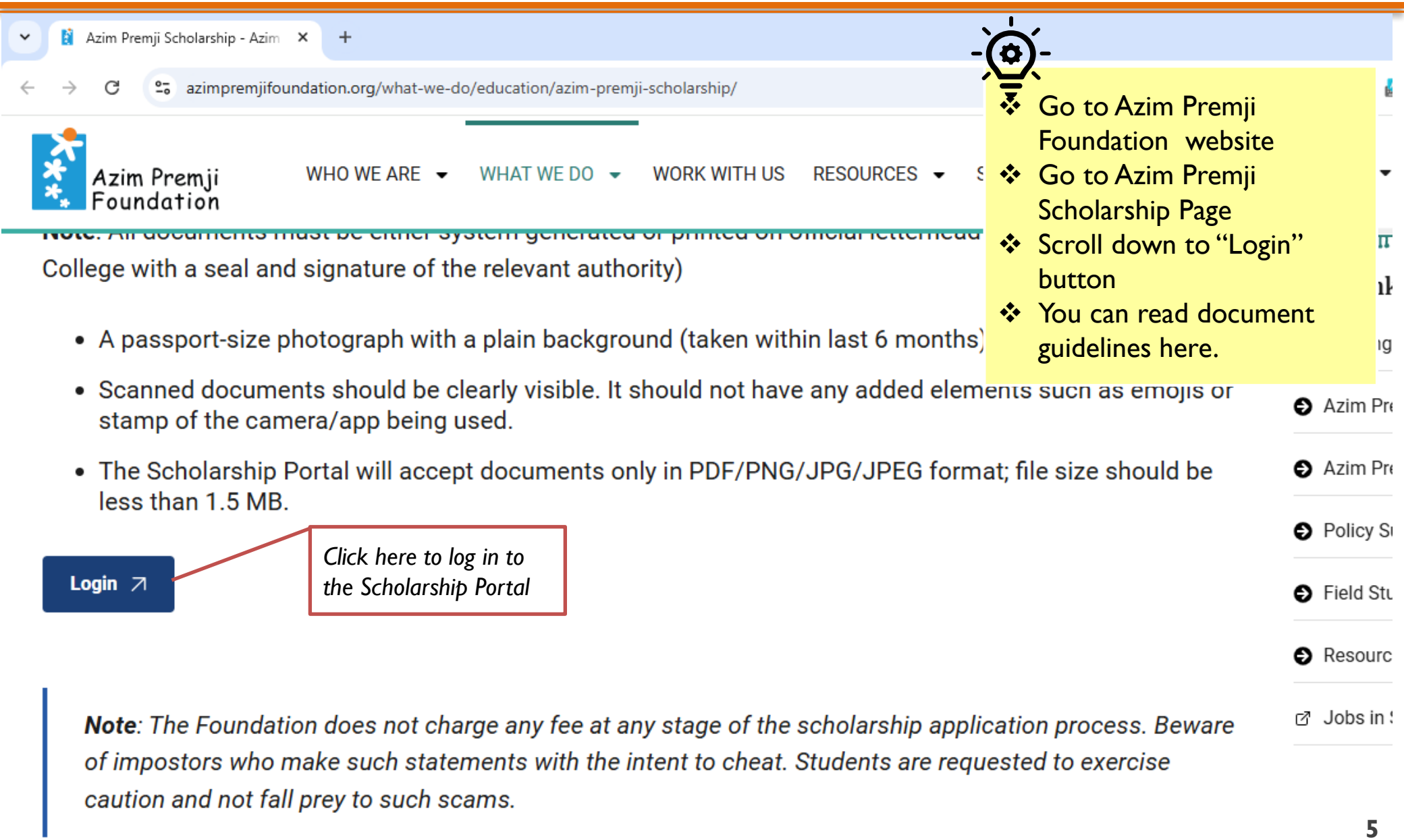


SMS Request for Accepting Offer

- If your application has been shortlisted, you will receive an SMS regarding this on your registered Mobile Number.
- Please visit the website and log in to the Scholarship Portal to **accept offer by submitting the required documents.**
- Please complete this step within **10 days (including Saturday, Sunday and holidays)** of receiving this SMS. Failing to do so, will result in cancellation of this Scholarship Offer.

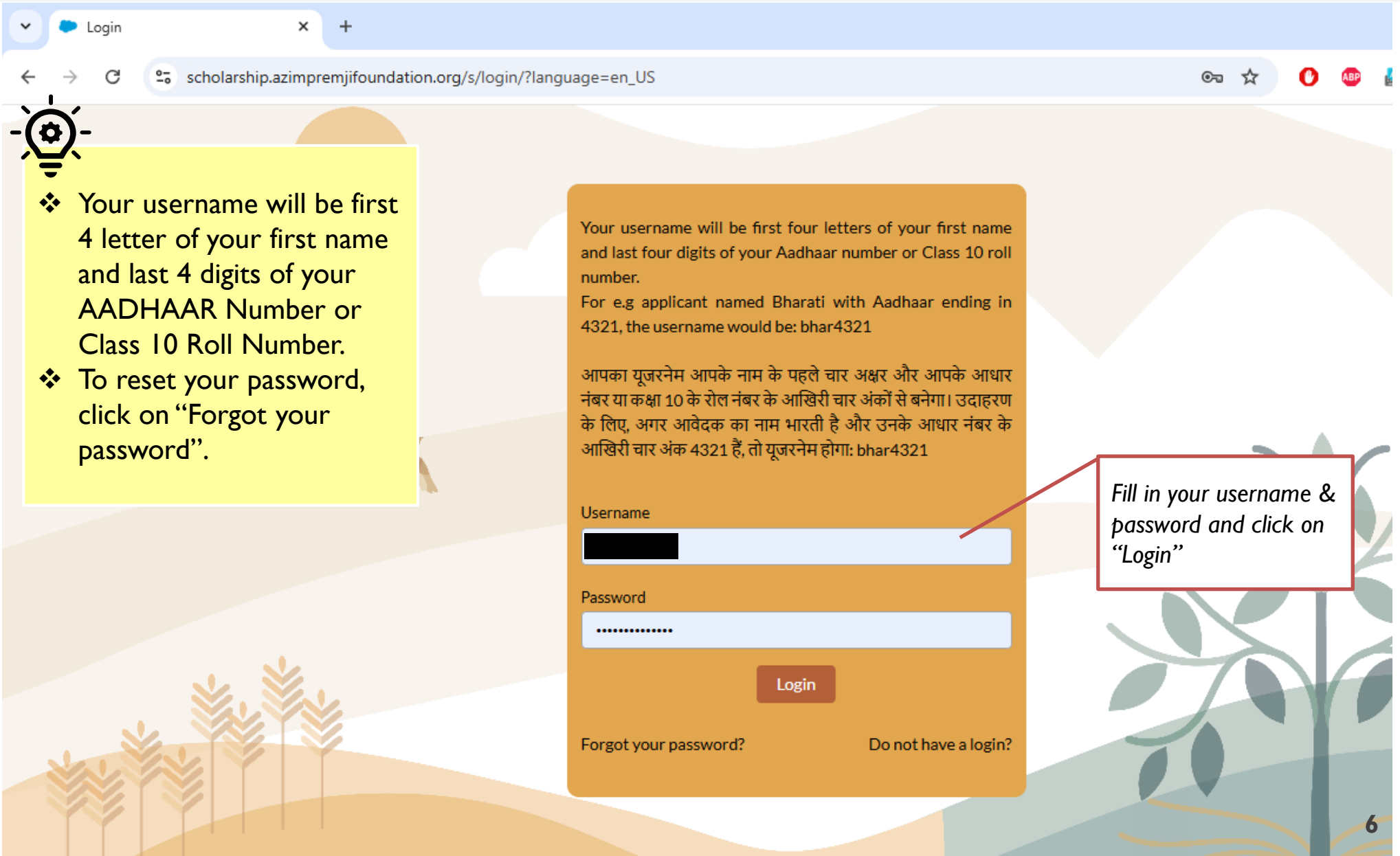
III. Scholarship Portal Login (1/2)

Azim Premji Foundation



- Go to Azim Premji Foundation website
- Go to Azim Premji Scholarship Page
- Scroll down to "Login" button
- You can read document guidelines here.

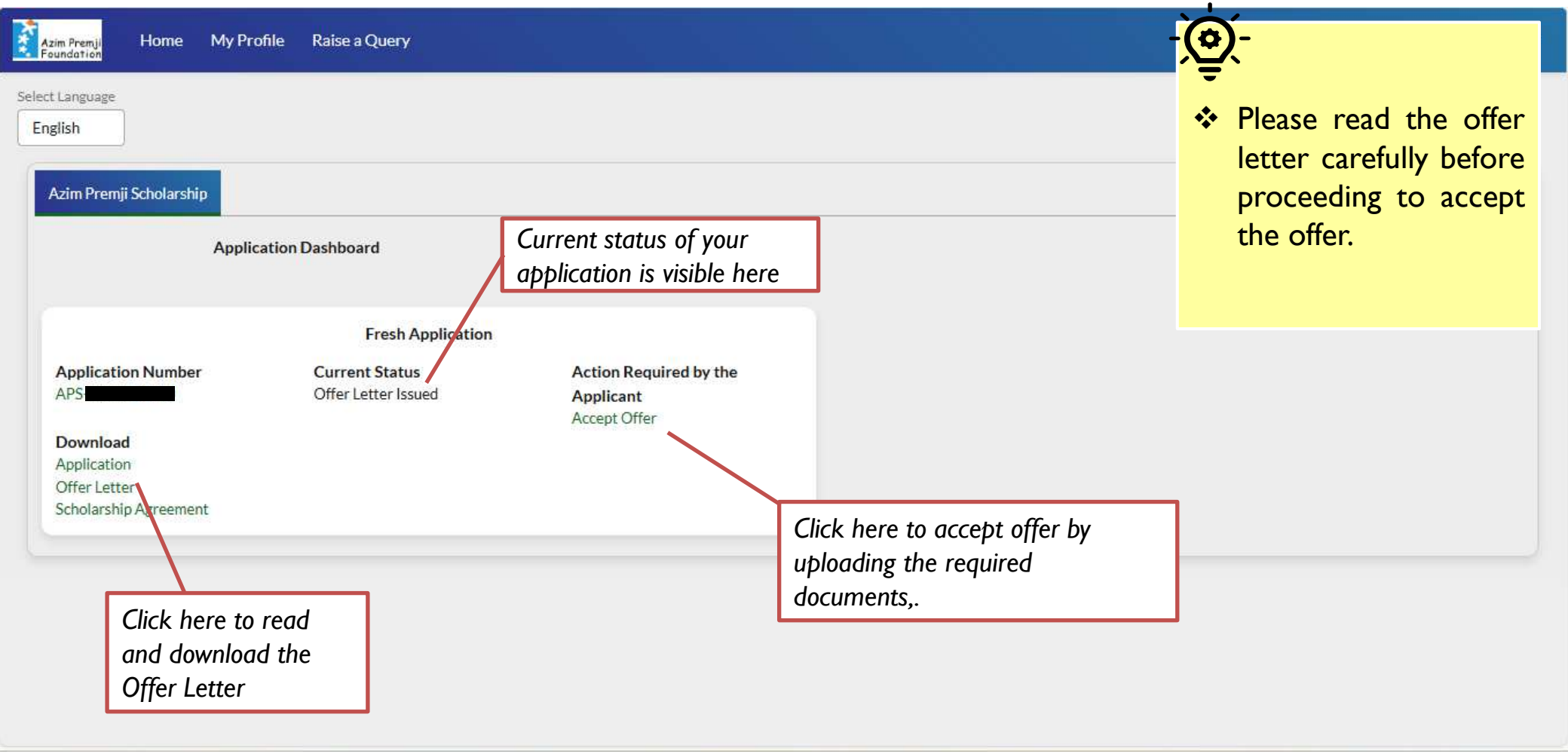
III. Scholarship Portal Login (2/2)



- Your username will be first 4 letter of your first name and last 4 digits of your AADHAAR Number or Class 10 Roll Number.
- To reset your password, click on "Forgot your password".

Fill in your username & password and click on "Login"

IV. Application Dashboard



- Please read the offer letter carefully before proceeding to accept the offer.

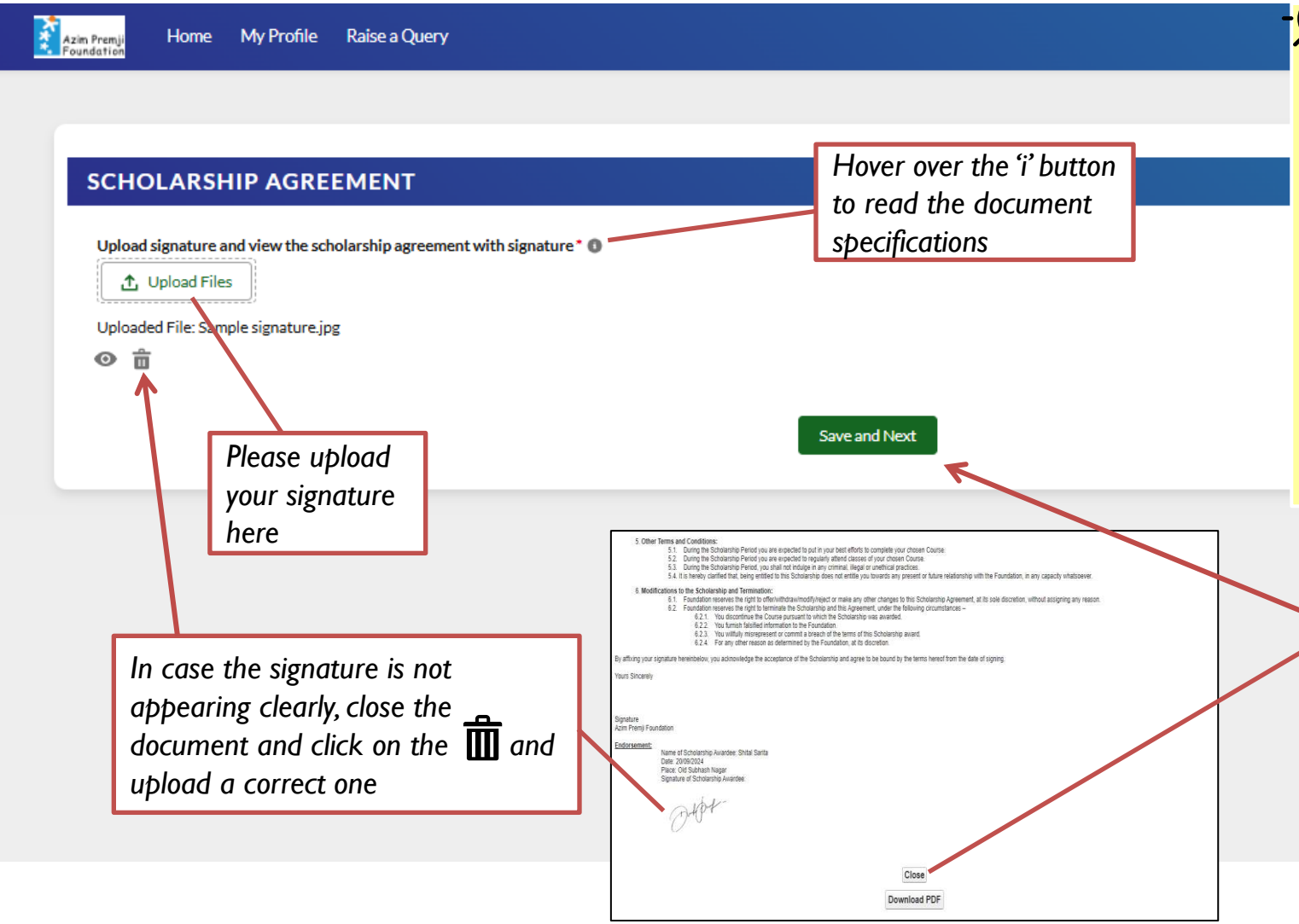
V. Document Specifications

Azim Premji Foundation

The applicant must submit CLEAR, READABLE, and COLOURED SCANNED FILES of the following documents:

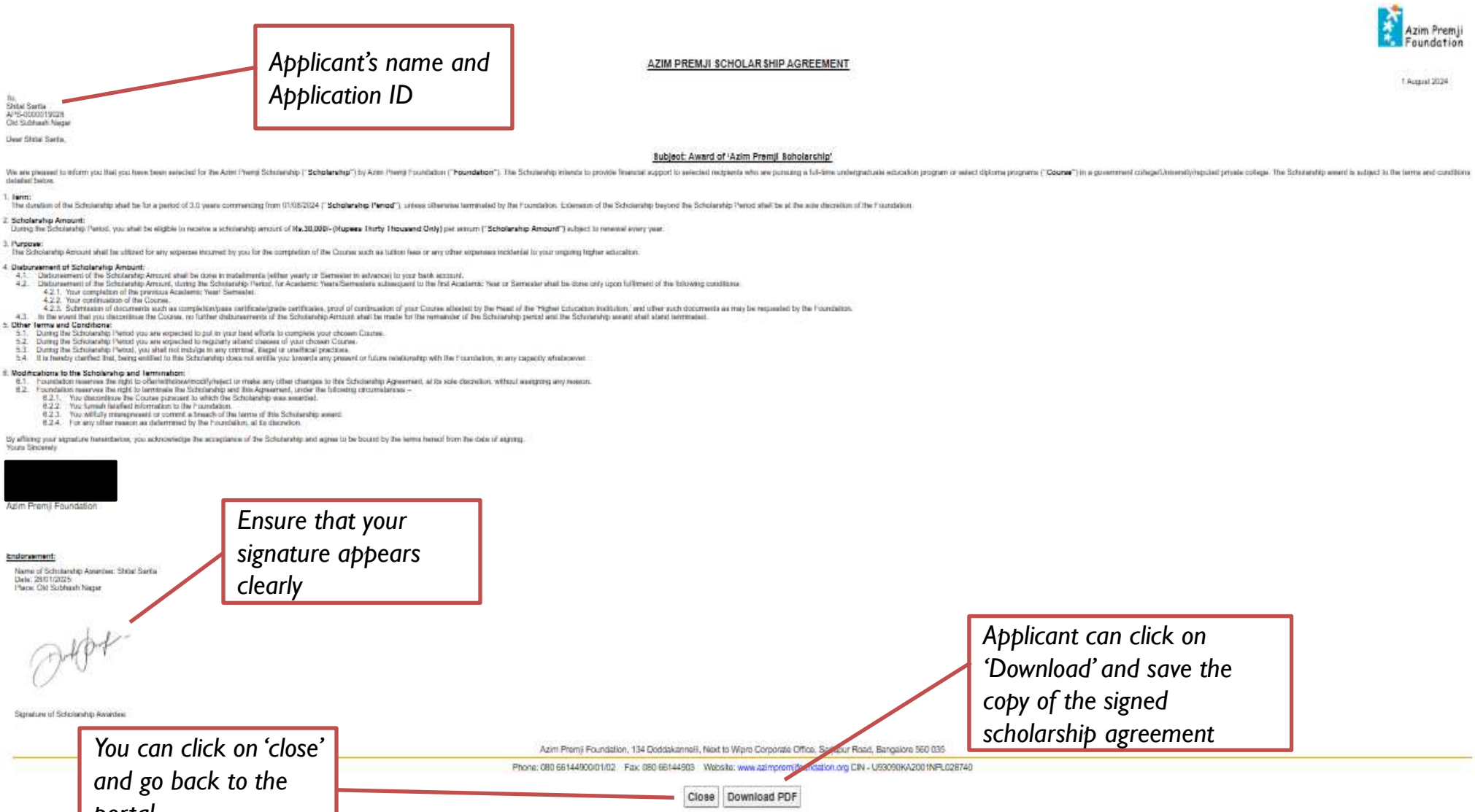
1. Signature Image	2. Self Attested Bank Account Statement
❖ A clear scanned copy of signature in JPEG, JPG or PNG format ❖ Signature Image shouldn't be a PDF file ❖ Please make sure that it contains only the signature, with no unwanted empty space, or labels/stamps, or emojis ❖ Should be 300 by 100 pixels in resolution ❖ File size should be between 20KB and 1.5MB	❖ A self-attested, scanned copy of bank account statement of last 1 month. ❖ Make sure that the account is in applicant's name and in one of the scheduled commercial banks - Scheduled Commercial Banks ❖ Bank account statement should clearly show; applicant's name as the account holder, the account number, and details of the bank such as its IFSC Code, branch name. ❖ The Signature on this document should match the Signature Applicant has uploaded in the scholarship agreement. ❖ Make sure that the self-attested bank account statement of 1 month is in JPEG/PNG/JPG/PDF format and less than 1.5 MB

VI. Upload Signature and View Signed Scholarship Agreement(1/2)

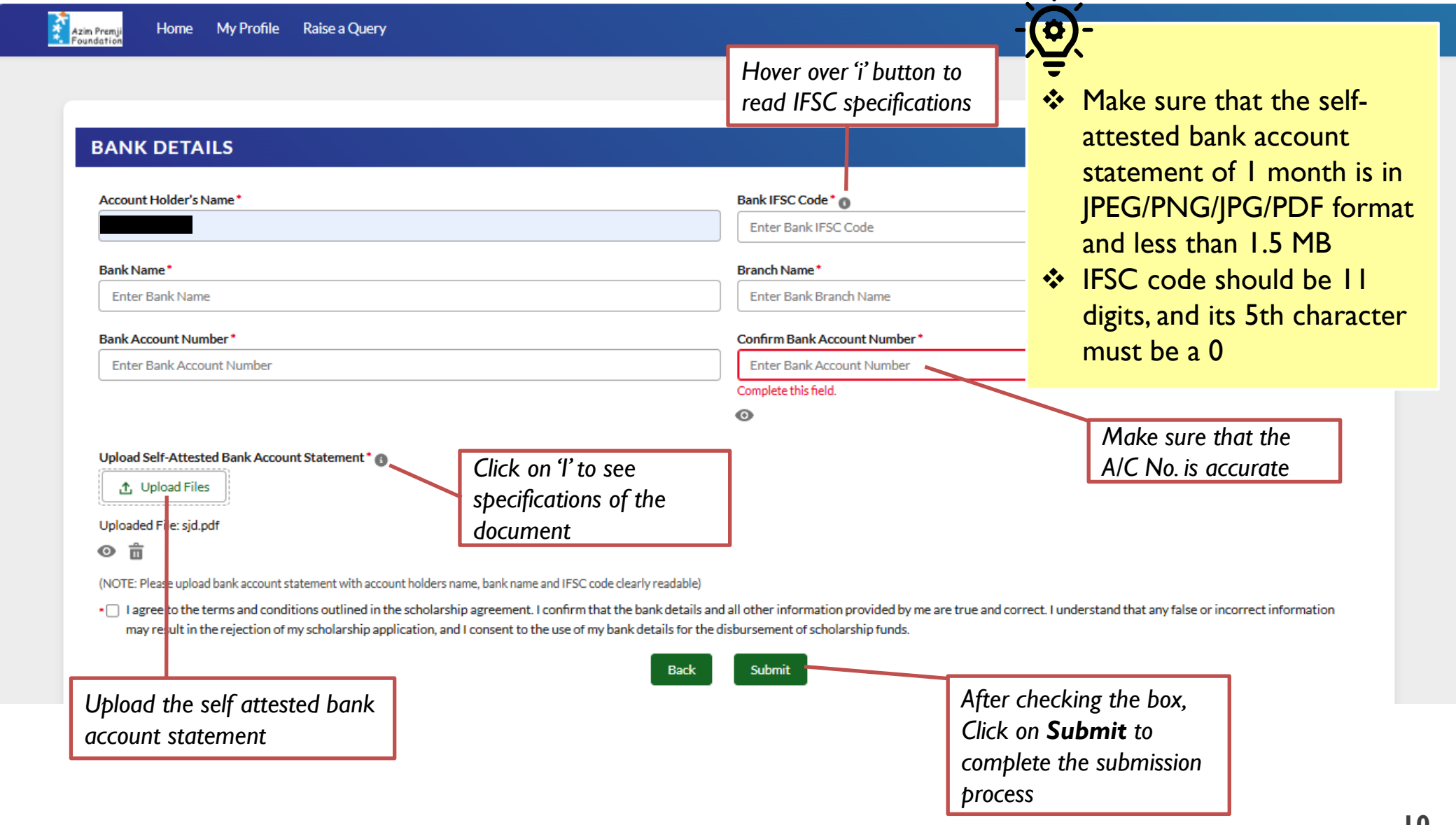


- Uploading signature will automatically sign the scholarship Agreement.
- Make sure that document is in PDF, JPEG, PNG or JPG format and adhere to the guidelines.
- Please do not upload a PDF file as signature image

VI. Upload Signature and View Signed Scholarship Agreement(2/2)



VII. Fill Bank Account Details and Upload Bank Account Statement



Hover over 'i' button to read IFSC specifications

- Make sure that the self-attested bank account statement of 1 month is in JPEG/PNG/JPG/PDF format and less than 1.5 MB
- IFSC code should be 11 digits, and its 5th character must be a 0

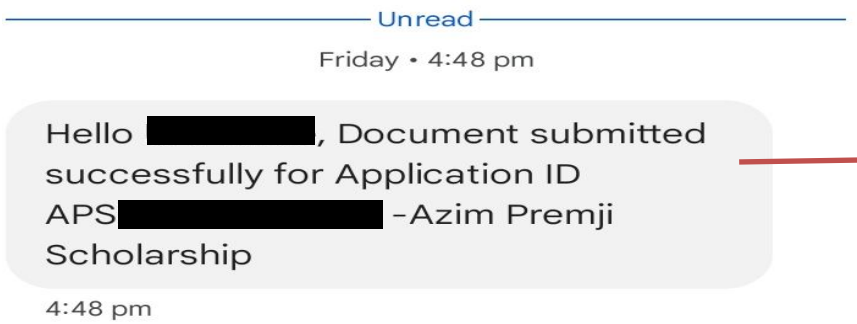
Make sure that the A/C No. is accurate

Click on 'I' to see specifications of the document

Upload the self attested bank account statement

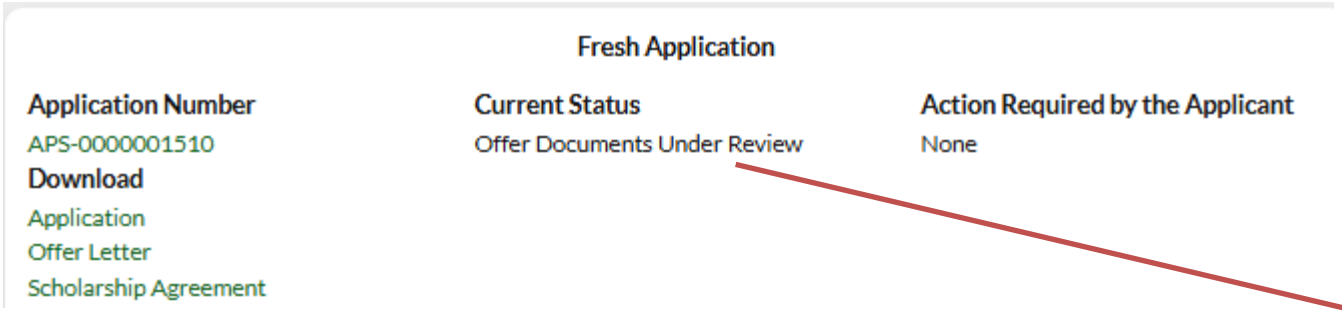
*After checking the box, Click on **Submit** to complete the submission process*

VIII. Confirmation of Offer Documents Submission



SMS Received for Document Submitted Successfully

- Once you click on the "Submit" button, you will receive an SMS like this.
- This means your signature and bank details have been successfully submitted.



After the submission, Current Status will change as 'Offer Documents Under Review'

Thank You!