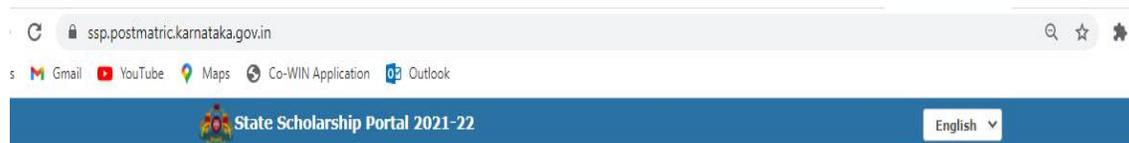# USER MANUAL FOR 2021-22 APPLICATION SUBMISSION PROCESS IN STATE SCHOLARSHIP PORTAL
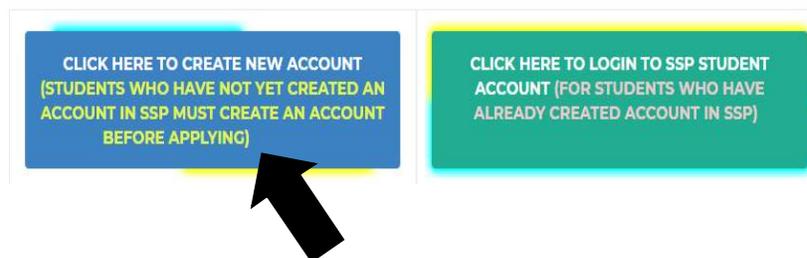
Students are advised to go through the instructions given below before filling the application online. Therefore, students are advised to take time to read and understand every step properly and then begin to submit the application.

Students can apply for post matric scholarship disbursed by various departments under government of Karnataka in the State Scholarship Portal (SSP). To visit the Portal, click on the URL: https://ssp.postmatric.karnataka.gov.in/. Homepage will be displayed:

- ➢ Students who have not yet created an account in SSP must create an account before applying for scholarship. A student can opt one of the two options in the homepage:
  - o Click on **New Account Tab** to create a new account using Aadhar number and **Name as in Aadhar.**
  - o Students who have already created an account in SSP should Login to SSP Student Account.

GOVERNMENT OF KARNATAKA

STATE SCHOLARSHIP PORTAL

1. NEW ACCOUNT CREATION

Upon clicking "Create account" a new page will be opened as in the screenshot below:

Aadhar is mandatory to apply for scholarship through SSP. Students for whom Aadhaar number is not generated should submit 11 digits Aadhaar Enrollment ID in order to create SSP student account.

1 a. Student who have Aadhar Number should click on "Yes" radio button and will be asked for following details:

Click on the given check box to provide consent to use Aadhaar details for the purpose of availing scholarship.

ALL FIELDS ARE MANDATORY

Do You Have Aadhaar ? * ● Yes ○ No

Please Note : If you (Student) do not have Aadhaar, then please visit your nearest Aadhaar enrolment centre and get enrolled. Enter the EID number (14 digit Aadhaar Enrolment ID number) which will be mentioned in the Aadhaar acknowledgment copy, which will be given to you once you get enrolled to Aadhaar. Click here to know your nearest Aadhaar enrolment centre

Click here to view sample aadhaar acknowledgment receipt.

ENTER YOUR AADHAAR NUMBER: *

ENTER YOUR NAME AS IN AADHAAR: *

Steps to be followed:

- Enter your Aadhar number in the given text field.
- Enter your Name exactly as in Aadhar (If the name entered is not exactly as per Aadhar, you cannot create an account in SSP)
- Select the gender.
- Type in the right answer in validation.
- Click on the check box to give consent to use Aadhar card details in SSP.
- Click on "Proceed".

Gender: * ○ Male
○ FeMale
○ Transgender

$1 + 8 =$ *

☐ I hereby provide my consent to Centre for e-Governance, Government of Karnataka, to use my Aadhaar number for performing all such validations which may lbe ,required to verify the correctness of the data either provided by me or associated with me under schemes with whom I am enrolled for. I understand that use of my Aadhaar number will be restricted to the entent required for efficient delivery of benefits to me by the State Government.

PROCEED   RESET

1 b. Students who do not have Aadhaar should enter 14-digit Enrollment number specified in the Aadhaar acknowledgement copy given at the time of enrollment.
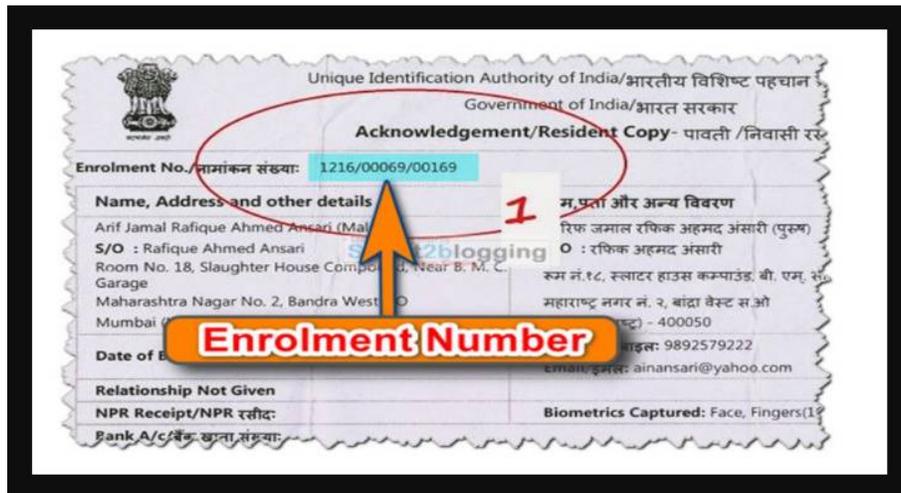
2. After submitting your Aadhaar details, parent Aadhaar details will be sort.

Select the relevant option;

    a. If you select "Both Parents Alive" radio button;
- i. Enter Aadhaar number of your Father and yours's Fathers name as in Aadhar. (Please note that you should enter Aadhar Number of your Father and father's name exactly as in Aadhar).
- ii. Enter Aadhar number of your Mother and mother's name as in Aadhar.
- iii. Click on "Proceed" button.

    b. If you select "One Parent Alive" radio button;
- i. Please select who among the parents is alive.
- ii. Enter their respective Aadhar number and name as in Aadhar number in the input texts field provided.
- iii. Click on "Proceed" button.

c. If you select "Both parents not alive" radio button;
   i. Enter Aadhar number of your Guardian and guardian's name as in Aadhar in the respective text's fields provided.
   ii. Click on "Proceed" button.

Please Note: Click on "Reset" button in case you have submitted incorrect Aadhaar details and want to update the same.

After submission of parent/guardian Aadhaar details, contact details of the student will be captured.
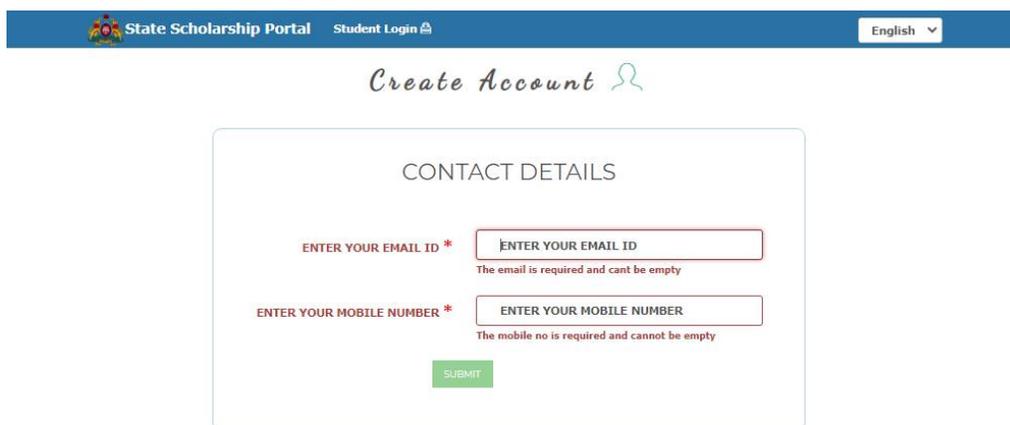
➤ Submitting your Email ID and Mobile number is mandatory as (Note: All the OTPs and future communication from SSP will be sent to the contact details which you have provided. However, students can also update mobile number after creation of SSP account by contacting the helpdesk of your respective welfare department.)
➤ Click on "submit" button.
➤ Enter the OTP which has been sent to the mobile number which you have submitted and click on "Proceed" button.

Student will be asked to create password. Auto-generated Student SSP ID and student created password will be sent to student provided mobile number during creation of account.

Create Account

CREATE PASSWORD

Password should contain minimum 8 characters. Password should containatleast one digit.

Password

[Password]

Confirm Password

[Confirm Password]

[SUBMIT]

After submission of contact details, student should create password for his/her SSP student account.

Note1: The password should contain at least one capital alphabet, one number and one special character.

Note2: Student SSP ID and password created by the student will be sent via SMS to registered mobile number using which the student can login to SSP to apply for scholarship.
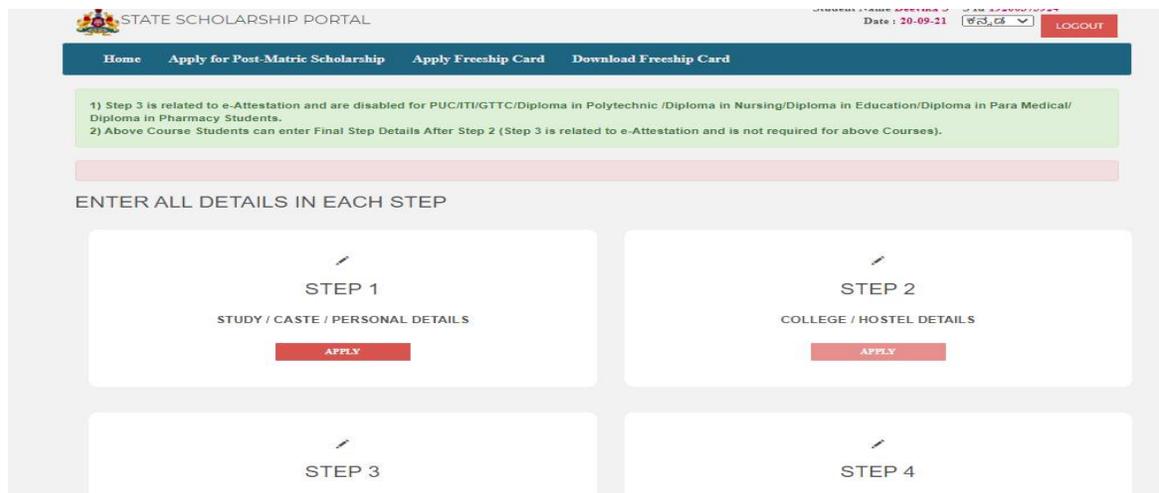
STATE SCHOLARSHIP PORTAL

Date : 20-09-21   [ಕನ್ನಡ ▼]   LOGOUT

Home   Apply for Post-Matric Scholarship   Apply Freeship Card   Download Freeship Card

1) Step 3 is related to e-Attestation and are disabled for PUC/ITI/GTTC/Diploma in Polytechnic /Diploma in Nursing/Diploma in Education/Diploma in Para Medical/ Diploma in Pharmacy Students.
2) Above Course Students can enter Final Step Details After Step 2 (Step 3 is related to e-Attestation and is not required for above Courses).

ENTER ALL DETAILS IN EACH STEP

STEP 1
STUDY / CASTE / PERSONAL DETAILS
[APPLY]

STEP 2
COLLEGE / HOSTEL DETAILS
[APPLY]

STEP 3

STEP 4

2. STEP- 1: STUDY/ CASTE/ PERSONAL DETAILS

The student will be asked to enter the following details in this Step:

a. SSLC Registration number and Year of passing
b. FRUITS ID- Required to apply for scholarship disbursed by Agriculture Department under Chief Minister Raitha Vidyanidhi Programme.
c. Construction Worker's Aadhaar number- Required to apply for scholarship disbursed by Labour Welfare Department under Educational Assistance for construction workers' children scheme.
d. UDID - Unique Disability Identification Number. Required to apply for scholarship disbursed by Disability Welfare Department for specially abled students.
e. Caste and Income Rd Certificate Details
f. Personal Details

Note to Students:

a. Caste and income certificates should be in the name of student only. If you submit income certificate which is in the name of your parent, then your application might get rejected by the department.
b. FRUITS ID should be in the name of either student, father or mother and not any other relatives if you want to avail scholarship disbursed by agricultural department for the children of farmers.
c. Please check the name as in SSLC marks card being displayed after submitting SSLC register number. If in the name displayed is not yours, then click on Edit button and submit correct SSLC details.
d. Students who wish to apply only for scholarship scheme disbursed by Agriculture department, should choose their religion and select "General Category" option in the "Caste/Category" drop-down list. (Your application will not be forwarded to any welfare department for sanctioning by choosing General Category)

Phase 1: Enter SSLC Details:

- Enter your SSLC details and Year of passing as per SSLC Marks card.
- Click on 'GET DATA' to fetch the SSLC data.
- Click on Save and Proceed to move further.

NOTE: Students who have passed SSLC before 2004 you will have to get your SSLC Marks card attested and then use Attestation ID instead of SSLC registration number to fetch the details.

Phase 2: To apply under Disability Welfare Scheme:

- If you have disability and have a valid UDID number click YES
- Enter UDID number and click on 'GET DATA'
- Then click on Save and Proceed.

Phase 3: Caste and Income details:

- Select your religion.
- Select your category.
- Enter your Caste and Income certificate number.
- Click on Check, the data will be auto fetched.
- Verify if the Caste and Income certificate number entered belongs to you.

NOTE 1: Both Caste and Income certificates number should be mandatorily under the name of the Student not in the name of Parents. If the certificates are in the name of parents and not the Applicant/Student, the application might get rejected by respective sponsoring departments.

NOTE 2: If the Applicant/Student is not eligible under any other scheme and has agricultural land, then select the Religion and General category (Both income and caste certificate numbers will not be asked from the student) and click Save and Proceed. If you select your category as General, then your application will only be visible to Agriculture department and will not be visible to any other welfare department.

Phase 4: Personal Details:

- Enter the Applicant name.
- Select the gender.
- Enter your Aadhaar number.
- Enter your mobile number.
- Enter your E-mail ID.
- Select the Home District from the drop down.
- Select the Home Taluk from the drop down.
- Enter the Pincode of your home address.
- Enter the distance from Permanent address to college in km.
- Enter your Permanent address.
- If you are a domicile of Karnataka click YES.
- If you are not a domicile of Karnataka click NO.
- Check whether the data which you have entered is correct then click on Save and Proceed to move further.

3. Step 2: College/ Course/ Hostel Details

Note to students in Step 2:

- If you are unable to fetch data while using University Registration number, university is yet to share your admission data with SSP. Once we receive admission details from university, you will be able to fetch data and continue application submission.
- If you are unable to fetch data while using counselling number, counselling agency through which you are allotted a seat is yet to share your counselling data with SSP. Once we receive counselling data from counselling agency, you will be able to fetch data and continue application submission.
- In case you are admitted to a counselling course, it is mandatory to enter counselling details in scholarship application failing which your application will not be visible to sponsoring department for verification and sanctioning.

Steps to follow to apply in College/ Course/ Hostel details:

1. a. If you are studying in University and College outside Karnataka, then click – Yes
   - If you are not studying in Karnataka, you need not enter University Registration Number provided by university, instead upload Bonafied Certificate and Previous Marks card details in attestation portal and get the documents attested.
   - All other steps would remain the same for students studying in Karnataka and outside Karnataka.

   b. If you are studying in Karnataka Click- No

Phase 1: Select Your University details:
   - Select your College district from the "District" drop-down list.
   - Select your College taluk from the "Taluk" drop-down list.
   - Select your University from the "University" drop-down list.

Phase 2: Select the UG or PG or Diploma/ITI PUC course that you studying.

- Enter the correct University Registration Number given by your University.

Note: If University has shared your admission data with SSP then you will be able to fetch the data and continue application submission. **If admission data is not yet shared with SSP, you will be displayed a message which states "Contact your college or University"**

- Select your College from the "College" drop- down list.
- Select your Course from the "Course" drop-down list.
- Select your Course Combination/discipline from the "Course discipline" drop-down list.
- Select your Course year from the "Course Year" drop-down list.
- Select your Mode of Admission from the "Mode of Admission" drop- down list. (I.e.; "Courses which are filled through Counselling", "Courses which are not filled through Counselling" & "Management Quota". The student should select "Courses which are filled through Counselling", only if he has obtained admission through counselling conducted by any State level Counselling Authority like KEA, COMED-K, Centralized Admission Cell-CEC etc. If the admission obtained through counselling conducted by any state/private university, then select the option "Courses which are not filled through Counselling")
- Select your Admission year from the "Admission Year" drop-down list.
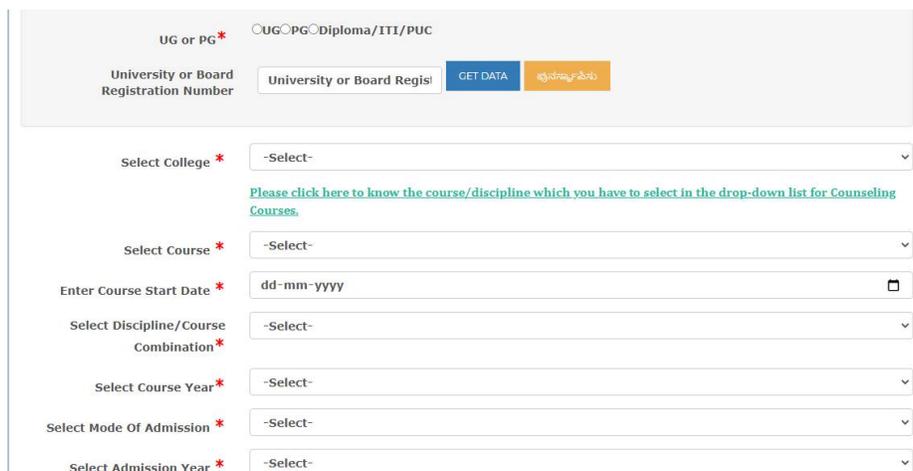
There are some courses where students can join for the 2nd year through lateral entry after completion of Diploma. Students can join the following courses through lateral entry:

Present Course Name	Course code	Previous Course Name	Lateral entry course code
B.com	114	Diploma in Polytechnic	341
Diploma in polytechnic	341	ITI	287
B.Pharm.	144	Diploma (Pharmacy)	163
B. E	118	Diploma in polytechnic	341
B. Tech	115	Diploma in polytechnic	341
BSc (ALLIED Science)	257	DIPLOMA (PARAMEDICAL)	334

- Select your Course from the "Course" drop-down list.
- Select your Course Combination/discipline from the "Course discipline" drop-down list.
- Select your Course year from the "Course Year" drop-down list.

Select Course *	B.Com.
Enter Course Start Date *	01-01-2021
Select Discipline/Course Combination *	B COM
Select Course Year *	SECOND
Are you Lateral Entry *	○Yes ●No
Select Mode Of Admission *	-Select-
Select Admission Year *	-Select-

Phase 3: Details of Lateral Entry Course:

➢ If you are a lateral entry student Click – Yes
- Select lateral entry course from the "Lateral Entry Course" drop down list.
- Select your Mode of Admission from the "Mode of Admission" drop- down list.
- Select the admission year from the "Admission year" drop down list.

> ➢ If you are not a lateral entry student Click – No
>   • Select your Mode of Admission from the "Mode of Admission" drop- down list.
>   • Select the admission year from the "Admission year" drop down list.

Phase 4: Enter the previous year course details

If the student is studying in the same course and promoted to next year, select the details of previous course year (2020-21).

• Select Exam type of your previous year course by clicking on the radio-button "Annual" or "Semester"
• Enter your previous year marks/CGPA in the input fields provided.

Select whether you have completed your previous qualifying course from any of the Universities outside Karnataka by selecting either "Yes" or "No" radio-buttons.

If you completed your previous qualifying course outside Karnataka Click – Yes and No if you are studied previous year in Karnataka.

• Select your District from the "District" drop-down list.

- Select your Taluk from the "Taluk" drop-down list.
- Select your previous year University from the "Previous year University" drop-drown list.
- Select your previous year College from the "College" drop- down list.
- Select your previous year Course from the "Previous year Course" drop-down list.
- Select your previous year discipline from the "Previous year discipline" drop-down list.
- Select your previous course year from the "Previous course year" drop-down list.
- Enter your previous year Registration number.
- Enter previous Pass year.
- Enter No. of years studied in the selected university, college and course.
- Enter your previous year marks/CGPA in the input fields provided.

Whether You have completed Your previous qualifying course from any of the Universities outside Karnataka ? *	○Yes ●No
Select District*	--SELECT District-- ⌄
Select Taluk*	⌄
Select Previous year University *	⌄
Select Previous year College *	⌄
Please Select Previous Year Course *	⌄

Please Select Previous Year Discipline*	⌄
Select Previous Course Year*	⌄
Enter Previous Year Registration Number *	Please input only letters and numbers
Previous Pass Year *	Please input only numbers
No. of years studied in the selected university, college & course*	
CGPA to Marks Factor*	⌄
CGPA to Marks in Percentage*	

Phase 5: Hostel Details

Select whether you are staying in a hostel by clicking on "Yes" or "No" radio buttons. (The student will be eligible to claim hostel maintenance charges only if he/she is staying in any institution type of hostels run by the government departments and government & private colleges or universities. If the student is staying in any P.G. accommodation or a group of students staying together, they are not considered as hostellers).

Are You in Hostel ***** ○Yes○No

Whether you have paid Fee to College ? ***** ○Yes○No

4. STEP 3: E-ATTESTATION

In 2021-22 application submission process, students studying in Karnataka need not to get **any documents** attested by college except students who are cleared their SSLC before 2004 & PUC before 2019 and , students studying outside Karnataka should get Fee receipt, Bonafide Certificate and Previous year marks cards attested by attestation officer. The details of attestation officers will be displayed in Downloads section in SSP homepage in due time.

Religion	Caste	Income	Course	Category	Eligibility Criteria	Sponsoring Department
Hindu	SC/ST	< 2.5 lakhs	All Courses	-		SWD/ TWD
Hindu	SC/ST	Annual Income- 2.5 lakhs - 10 Lakhs	Technical Courses (BTech, MTech, BE, ME, B.Arch, M.Arch)	-	-	DTE
			Medical Courses (MBBS, MD, MS, BDS, MDS)	-	-	DME
			Ayurvedic Courses (BAMS, BUMS, BHMS, BNYS)	-	-	Ayush
Kin of Defense			Diploama in Polytechnic, BE/B.Tech, B.Arch (Only for those who are admitted through KEA-CET)			DTE
Minority	Christian Muslim Sikh Buddha Parsi Jain	Annual Income- Below 2 lakhs	All courses	-	-	Minorities Welfare Department
Hindu	OBC	Annual Income for Cat-1 < 2.5 Lakhs and for Cat- 2A, 3A, 3B and Other OBC < 1 lakhs	All courses	Category 1	-	Department of backward class
				Category 2A		
				Category 3A		
				Category 3B		