FREQUENTLYASKED QUESTIONSTOHELP/SIMPLIFY ONLINE SUBMISSIONOFAPPLICATIONS

Q.No. 1.   How can I apply online for scholarship?
Answer: - In order to apply online please visit the website through URL www.momascholarship.gov.in. A link to the site is also provided in the website of the Ministry of Minority Affairs, i.e. www.minorityaffairs.gov.in.
After opening the site please select the name of the scholarship scheme, you wish to apply. Then go to the 'Student Registration' tab as appeared on the screen and register yourself for online application.

Q.No. 2.   What is the last date for submitting applications online?
Answer:- **For Merit cum Means based Scholarship**: In case of fresh scholarships for the year 2013-14 students can apply online upto midnight of 30.9.2013 and in case of renewal of scholarships students can apply online upto midnight of 31.12.2013.
For Post Matric Scholarship: In case of fresh scholarships for the year 2013-14 students can apply online upto midnight of 30.9.2013 and in case of renewal of scholarships students can apply online upto midnight of 10.12.2013.

Q.No. 3.   Do I have to fill up the online application in one sitting?
Answer:-   No. You can fill up the online application in as many sittings as you wish, until you are satisfied that you have entered all desirable fields correctly. The software provides facility to save your application at every stage.

Q.No. 4.   Can I edit the information already saved and upto what time?
Answer:-   You can edit information filled by you till you submit the online application to the next level.

Q.No. 5.   How to submit the online application?
Answer:-   Fill up the application first, then save the details. For this please click the 'SAVE' Radio Button. Thereafter, click the Radio Button 'Finalize & Submit'. Once it is submitted then you cannot edit further.

Q.No. 6.   What is to be done after submitting the online application?
Answer: After submitting the application online to the next level, you should take a print out of the same sign and send it **immediately** with requisite documents to the State Department after authenticating the application from your institute.
Please ensure that your hard copy reaches to the State Department. You will not be considered for scholarship if the State Department of the State to which you belong to does not receive the hard copy of your duly filled in online application. It is the responsibility of the STUDENT to submit the Hard copy to the State Department.

Q.No. 7.   How to find the address of the State Department?
Answer: A list of mailing address of the Department concerned in States/UTs dealing with this scholarship scheme is provided in the home page of the website.   For this select the respective scholarship scheme from the main portal, then click the "List" Button as appeared in the homepage,and then click the 'State/UT-wise' postal address.

Q.No. 8.   Which fields in the application form are mandatory?
Answer:-   Fields provided with red asterisk mark are mandatory fields?

Q.No. 9.   Which all fields can I edit?
Answer:-   You can edit all fields except a few like parental income, mobile No. email ID etc. It may be noted that editing is possible only till you finally submit your online application to the next level.

Q.No. 10.   What happens, if I detect mistakes after forwarding the applications to the institutes?
Answer: - You should separately inform the mistakes detected by you to the institute. The software provides facility at the level of the Institute & State to edit & correct limited information.

Q. No. 11.   Which fields can Institute/State edit?
Answer: Except some basic parameters like religion, name of institution, parental annual income & bank details, the Institute/State can edit other fields. However, corrections made by the Institute/State, if any, would be conveyed instantly to the student through SMS/email. What the student had filled up and the correction made by the Institute/State both would show up.

Q. No. 12   What is UID number/Aadhaar Number?
Answer: UID number otherwise known as 'Aadhaar' number is Unique Identification Number given by Unique Identification Authority of India (UIDAI). This field is mandatory. The Aadhaar Number should be mapped with the Bank Account in which Scholarship Amount is desired to be transferred. For this the concerned Bank may be contacted with a copy of the Aadhaar card.

Q.No. 13.   **Do I need to get my Aadhaar Card to apply for Scholarship?**
Answer: Yes, in order to fill up the application form online, it is mandatory to get your Aadhaar Card prepared, because there is an option to fill your Aadhaar Number(UID No.) in the application form. Without entering your Aadhaar Number, you will not be able to submit your form online.

Q.No. 14.   What should I do, if I do not find my institute name in the drop-down menu?
Answer: You should immediately approach the institute to contact with the nodal officer of the State where the institute is located. You can also approach the nodal officer of that State directly through e-mail under

intimation to the Ministry of Minority Affairs. If your institute is an eligible institution, the State Government concerned would enter it into the database and then you can apply.

Q.No. 15. How do I know the name of nodal officer of my State?
Answer: A list of nodal officer is provided in the website. For this select the respective scholarship scheme from the main portal, then click the "List" Button as appeared in the homepage.

Q.No. 16. What is a temporary ID?
Answer: Temporary ID (TID) is only a reference number provided to the applicants as a token of their registration in the online database. Receipt of TIDs does not give itself a guarantee for award of scholarship.

Q.No. 17. What if I forget my temporary ID?
Answer: You can re-generate the same temporary ID by filling basic information like name, date of birth & mother's name.

Q.No. 18. Can I take print-out of my application at any stage?
Answer: Yes.

Q.No. 19. Do I have to scan the certificates and upload in the system before forwarding the online application to the institute?
Answer: No. The system does not have the facility of scanning. The documents are to be enclosed with the signed hardcopy of the application and given to the institution.

Q.No. 20 Is there any permanent ID?
Answer: Yes. A permanent ID (PID) will be provided to the candidate once his/her application is recommended by the State Department for scholarship. Permanent ID would then replace temporary ID. It will be conveyed to candidates through SMS and e-mail. Students should memorize their PID as it will be required while applying for renewal.

Q.No. 21. How to check the status of my application?
Answer: By logging-in with your ID you can check the status of your application anytime. For this, you shall have to click the "update students details" button, and then login through your ID.

Q.No. 22. How and when will I know the outcome of my application?
Answer: Once you are provided with a permanent ID, in order to check the status, you can login with your permanent ID to know the outcome of your application. Otherwise you can always check the status through the Temporary ID (TID), already provided to you.

Q.No. 23.   I could not renew my scholarship in the previous year i.e. 2012-13 . Can I apply for renewal of my scholarship now i.e. for the year 2012-13 ?

Answer: Yes, you can apply for renewal. In order to apply please select the option i.e. Not renewed Scholarship in 2012-13 , under the tab Student Registration.

Q. No. 24. I have applied offline for Post Matric Scholarship Scheme in year 2012-13 and got sanctioned, then how can I renew my scholarship online?

Answer: You can apply online by selecting the option "Not applied scholarship online in 2012-13", under the option "Renewal" given under tab ' Student Registration'.

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