



# POKHARA UNIVERSITY

POKHARA-30, KASKI

## INSTRUCTIONS FOR APPLYING ONLINE FOR BACHELOR LEVEL SCHOLARSHIP

1. Go to [Pokhara University \(pu.edu.np\)](http://Pokhara_University_(pu.edu.np)) scholarship site which is scholarship.pu.edu.np/login
2. Click on [Register a new membership](#)
3. Create New Account using your full name and genuine email. (*Note: Email verification is required so your email must be genuine and accessible by yourself*)
4. Verify your account by clicking the verification link sent to your email. Please check your spam too.
5. Field with asterisk (\*) sign are compulsory. However some field have default value which do not required any change e.g. University, Academic Year, Level.
6. Application form filling - Phase I : Basic Info
  - a. Upload your recent passport size photo (with maximum size of 2MB). This photo will be used in the admit card of the student.
  - b. Enter your full name: First Name, Middle Name and Last Name respectively.
  - c. Enter your First Name, Middle Name and Last Name in Nepali in पहिलो नाम, बिचको नाम and थर respectively
    - i. You can convert your roman text to nepali  by
  - d. Choose your gender.
  - e. Select your Birth Date (B.S.), from datetime picker (*do not enter value by typing*) when you select your Birth Date (B.S.), it will auto fill your English Birth Date (A.D.)
  - f. Enter Citizenship Certificate Number (in English format).
  - g. Enter Citizenship Issued Date
  - h. Enter the name of the district from where your citizenship is issued.
  - i. Upload the scanned copy of your citizenship (front and back) in respective fields.

- j. Enter recaptcha code and click **Save as Draft**, it will save your data in current state.
- k. Click **Next** button to continue

7. Application form filling - Phase II : **Contact Info**

- a. Provide your email, it will automatically take your email where you will get important emails regarding scholarship so use genuine email address own by you
- b. Provide your landline number
- c. Provide your valid 10 digits mobile number and do not use country code or plus (+) sign
- d. Provide Permanent Address
  - i. Choose Province
  - ii. Choose District
  - iii. Choose Municipality Type
  - iv. Choose Municipality
  - v. Provide Ward Number
  - vi. Provide Tole Name

(Note: Sometimes it may take a while to load data properly, based on your selection, please do select data properly)
- e. Provide Temporary Address
  - i. Choose Province
  - ii. Choose District
  - iii. Choose Municipality Type
  - iv. Choose Municipality
  - v. Provide Ward Number
  - vi. Provide Tole Name

(Note: If Temporary Address is same as permanent address please enter the same information)

- vii. Click **Next** button to continue

8. Application form filling - Phase III : **Guardian Info**

- a. Provide your Grand Father Name (Full Name)
- b. Provide your Father's Name (Full Name)
- c. Provide your Mother's Name (Full Name)
- d. Provide your Guardian's Name whom university can immediately contact if required (Full Name)
- e. Provide address of your Guardian
- f. Provide contact number of your guardian (10 digit)
- g. Click **Next** Button

9. Application form filling - Phase IV : **Academic Information**

- a. Choose SEE/SLC
- b. Choose Sector
  - i. **Private:** Those who have passed SLC/SEE from private or non-government school.
  - ii. **Government (6-10):** Those who have have studied from grade 6 to grade 10 in government or public school and have passed their SLC/SEE from government school or public school.
  - iii. **Government (other than 6-10):** Those who have at least studied **grade 10** or from **grade 7 to grade 10** or from **grade 8 to grade 10** or from **grade 9 to grade 10** in government/public school and have passed their SLC/SEE from government school or public school.

For **Government (6-10)** and **Government (other than 6-10):**

Upload recommendation letter that proves that the school which you provide SLC/SEE is government/public. If you have history of studying different government school from different municipalities you may need to upload two documents to support your claim or you just need to upload same document twice in .jpg format which is less than 2 MB in size. You can refer to scholarship notice regarding sample copy of these documents. For **Private** sector supportive document is not required to be uploaded (**Note:** Please review scholarship notice for regarding sample documents/letters)

- c. Provide your school name from where you have passed your SLC/SEE.
- d. Provide the address of your School
- e. Choose your SLC/SEE pass out year
- f. Provide Full mark (e.g. 800 or 4) (only numeric or decimal value. Do not use letter like A+)
- g. Provide Obtain mark (e.g. 500 or 3.6) (only numeric or decimal value. Do not use letter like A+)
- h. Provide grade or percentage (e.g. 80 or 3.6) (only numeric or decimal value. Do not use letter like A+ or percentage sign 80%)
- i. Upload School Character certificate in image format. (size must be 2MB or less and .jpg format is recommended)
- j. Upload SEE/SLC Certificate in image format (size must be 2MB or less and .jpg format is recommended)
- k. Upload SLC Marksheet in image format (size must be 2MB or less and .jpg format is recommended)
- l. For Plus 2 or Equivalent level, please choose Board Type i.e. NEB/HSEB or CTEVT or Other board
  - i. If Board is **Other**, please provide Board Name and Upload Equivalency or Supportive document in .jpg format with size not more than 2 MB
- m. Choose Sector of i.e. Government/Public or Private
- n. Provide College Name from which you have given plus 2 or equivalent examination
- o. Provide College Address
- p. Choose to pass out year
- q. Choose Result status, since plus 2 result has already been published please select **Passed**
- r. Upload +2 Academic Transcript format (size must be 2MB or less and .jpg format is recommended)
- s. Upload +2 Provisional Certificate format (size must be 2MB or less and .jpg format is recommended)

- t. Upload +2 Character Certificate (size must be 2MB or less and .jpg format is recommended)
- u. Provide +2 Full Mark (e.g. 800 or 4) (only numeric or decimal value. Do not use letter like A+)
- v. Provide +2 Obtain Mark (e.g. 800 or 4) (only numeric or decimal value. Do not use letter like A+)
- w. Select Grade/Percentage
- x. Provide +2 Percentage or Grade (e.g. 800 or 4) (only numeric or decimal value. Do not use letter like A+) based on your Grade/Percentage selection
- y. Click **Next** button to continue

**10. Application form filling - Phase V : Scholarship Info**

- a. Select Quota Type
  - i. Open Quota
  - ii. Reserve Quota

To apply for specific reserve quota, upload the respective recommendation letter(s)/document(s) required. Student can apply for one or more reserve quota by uploading recommendation letter of that quota.

**11. Application form filling - Phase VI : Fill Payment Info**

- a. Bank Name
- b. Bank Account Number
- c. Bank Deposited By
- d. Bank Deposited Date
- e. Deposited Type
- f. Transaction Id included in deposit slip/voucher
- g. Upload the scanned **Cash/Cheque Deposit Slip** in image format and not exceeding 2MB in size

**12.** Check on **I agree to the terms** (when you check this term you agree to follow the rules and regulation of PU Scholarship and agrees that the information being submitted is genuine)

**13.** Fill recaptcha and click **Finish** button.