

Scholarship Application Instructions

Step 1: Gather xeroxes of the following documents:

- a) Mark sheet from 10th-11th, signed by head of institution.
- b) Income certificate from Taluka Revenue Officer/Mamlatdar (*official copy*)
- c) Ration card
- d) Secondary School Leaving Certificate
- e) Copy of Resident Card
- f) Copy of Aadhar Card

Step 2: Complete all sections of the application form. For section B, please continue onto the back of the paper if you need more space for additional household members. Be sure to answer all questions legibly and completely and to neatly circle items that require circling.

Step 3: Paste one passport-sized photo into the marked box.

Step 3: Sign and date your application. Ask a parent or legal guardian to also sign and date the application.

Step 5: Make a copy of the completed application form for your records.

Step 6: Attach all documents to the completed **original** application form with a staple or paperclip. You can either submit to your High School's office for collection, or Mail or hand-deliver to:

N.E.F.
Sai villa Complex,
101, First Floor,
Swamibaug, Shashtri Road,
Beside Kedareswar Complex
Bardoli
Ta-Bardoli Dist-Surat
Pin - 394601

Step 7: If you are selected as a Scholarship Finalist, you and a parent will be called to an interview after Board Exam results are announced. You will be required to bring a copy of your Marks sheet then.

Step 8: After winners are selected, they will be called to a signing day, when we will go over the process for receiving scholarship monies.

Step 9: Scholarship money will be disbursed directly to the Scholarship winners after they submit their receipts for first term expenses.