Online Application Form

For

USAID-funded Merit and Needs Based Scholarship Program

Main steps:

- Type [http://eportal.hec.gov.pk](http://eportal.hec.gov.pk) in your browser like Firefox, Google Chrome, internet explorer

- Create an account (Register on HEC Portal)
  - Verify SMS Code
  - Verify Email Code

- Login with the CNIC and Password

- Create Profile
  - Personal Information
  - Academic information
  - Other details

- Apply for Scholarship(USAID-MNBSP)
Type http://eportal.hec.gov.pk and Click “Register” on below screen
- Create an Account
  - Choose Your Nationality, Enter CNIC without “Dashes”, Set & Confirm Password
- Choose Country Code and type your cell no without zero "0"
- Click “Send Code”
- You will receive message on screen "Code Sent to Cell Number Successfully"
- If code not received on Cell Number Click “Resend Code”
- Enter Code and click “Verify Number”
• You will receive “SMS Code Verified Successfully”
• Enter “Primary Email” and click “Send Code”
- You will receive message “Code sent to email successfully”
- Open email and type Number and click “Verify Email”
Email received

Dear User,

You are almost there!
Please paste the following verification code in the field provided to complete your registration process.
Your verification code is "59969".

Higher Education Commission, Pakistan
- You will receive a message “Email Code verified successfully”
• Enter “Captcha Code”

• Enter Captcha Code as in below screen and click “Submit”
You will receive a message as in below screen.
Dear User,

Thank you for registering with HEC. You have successfully signed up.

To get started, upload your profile; you will be required to provide your personal contact and academic details. Your profile will become a part of our active database where it will be used for our future use.

We appreciate the time you have spent signing up with HEC.

Regards,

Higher Education Commission, Pakistan
• Please Login with CNIC and Password as below and click “Sign In”

• If you forget password, please click “Forget Password” on above screen
This is “My profile” screen. It consists of 11 Tabs

Click each Tab one by one and fill the relevant fields
You can add additional Contact also by clicking “+” sign below the “Contact”
- It will also require code verification, Click “Send Code”
- Enter code and click “Add”

New Email Added
- “Education” Tab contains Qualification Level
- Click “+” sign and insert first level
- Click “Add/Update to List”
- If you want to edit the information under "Education", Click the Circular Button on the left side of the updated Qualification Level as in below screen.
- Add information under all Tabs
How to Apply for USAID Scholarship

- When you complete Profile and Click “Save & close”, you will see the below screen

Click “Scholarship and Grants”
• Click Merit and Need Based Scholarship Program
• You will see the below screen
• Click Application Form
• Below screen will be displayed and click "Yes/No" for AJK/Pakistani
- The fields have been already updated in Profile and also required in Application Form will be filled automatically while Applying for Scholarship
- The fields not updated are required to be updated under each Tab
- After entering data under all tabs, click “Submit”
The below screen shows the submitted form under Dashboard

Please Note that:

- The submitted Form cannot be edited. Please check saved information carefully before click “Submit”.
- You can upload the required documents also
- Print Form by clicking “Print Application” and attach your copies of required documents
- Submit to the financial Aid office