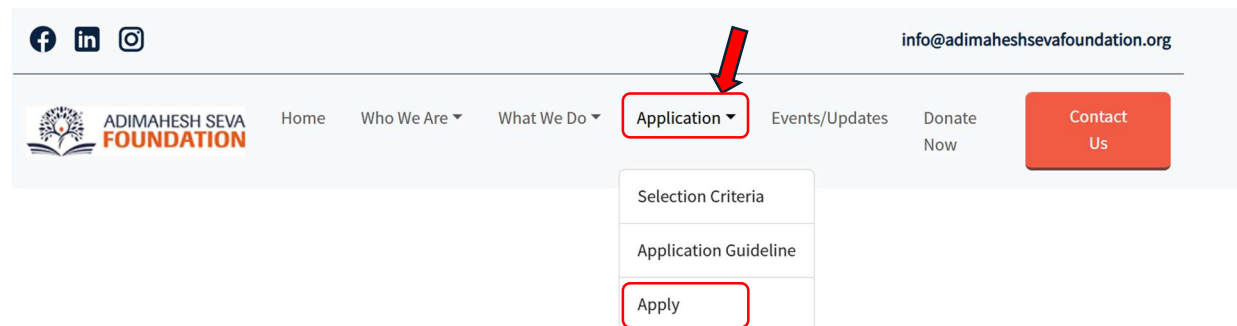


Guidelines to Fill the ASF Application Form

Registration/Login Guidelines

Method 1: For registering yourself kindly visit our website www.adimaheshsevafoundation.org and follow the steps shown in the below images:

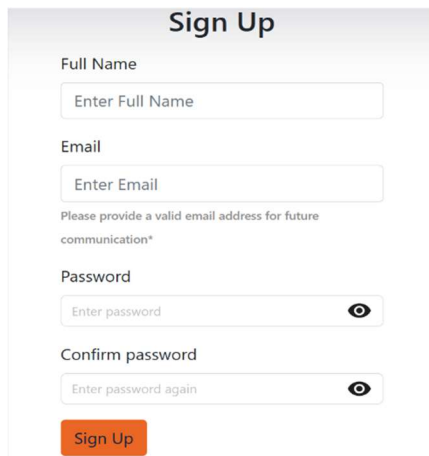
Step 1: Click on the **Application** Tab and then Click on “**APPLY**”



Step 2: Click on the “**Register**” if not register. In case you have already registered enter the correct email I’d and password and click on “**Submit**” to fill the form.

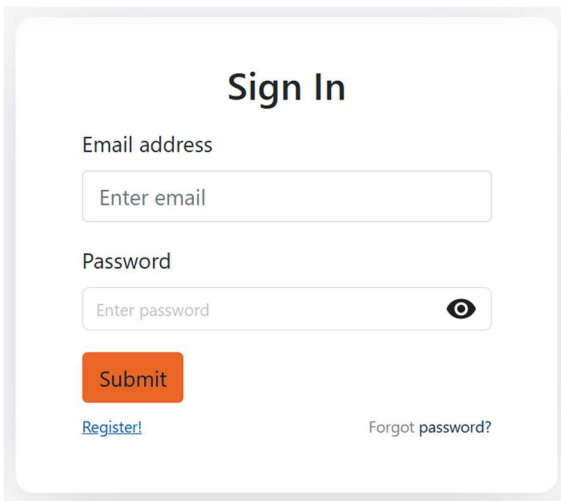
The image shows a 'Sign In' form. At the top is the title 'Sign In'. Below it are two input fields: 'Email address' with the placeholder text 'Enter email', and 'Password' with the placeholder text 'Enter password' and a toggle icon. Below the password field is an orange 'Submit' button. At the bottom left is a blue 'Register!' link, and at the bottom right is a 'Forgot password?' link.

Step 3: After clicking on the “**Register**” the below window will be visible enter the correct details and click on “**Sign Up**”.



A 'Sign Up' form with a title bar. It contains four input fields: 'Full Name' with placeholder 'Enter Full Name', 'Email' with placeholder 'Enter Email' and a note 'Please provide a valid email address for future communication*', 'Password' with placeholder 'Enter password' and an eye icon, and 'Confirm password' with placeholder 'Enter password again' and an eye icon. An orange 'Sign Up' button is at the bottom.

Step 4: After Sign Up the below window will be visible add the Sign In credentials and click on “Submit”.



A 'Sign In' form with a title bar. It contains two input fields: 'Email address' with placeholder 'Enter email' and 'Password' with placeholder 'Enter password' and an eye icon. An orange 'Submit' button is below the fields. At the bottom, there is a blue 'Register!' link and a 'Forgot password?' link.

Method 2: Click on the link <https://asf-frontend.vercel.app/login> and follow the **Steps 2-4** to fill the application form.

Form Filling Guidelines:

Dear Applicant,

Please follow the instructions below carefully while filling out the Scholarship Application Form. This guideline includes examples to help you understand the format better.

1. 1.1 Personal Details:



ABC ▾

1 Personal Details 2 Family Details 3 Education Records 4 Education Assistant 5 References 6 Document Upload 7 Review and Save

First Name *	Middle Name *	Last Name *	Date Of Birth *	Place Of Birth *	Identification Mark
First Name	Middle Name	Last Name	2025-04-16		Identification Mark
Gender *	Religion *	Category *	Physical Challenges		
☐ Male ☐ Female ☐ Other	Religion	☐ General ☐ ST ☐ SC ☐ OBC ☐ Other	Physical Challeng...		

Full Name:

Write your full name as per your academic certificates.

Example:

First Name: **Ravi**

Middle Name- Father's Name: **Ramesh Bhai**

Last Name: **Patel**

Example: 'Ravi Rameshbhai Patel'

Date of Birth:

Use the format: YYYY/MM/DD

Example: 2002-04-01

Place of Birth:

Mention your place of birth

Example: Ahmedabad, Gujarat

Identification Mark:

Mention any physical mark that helps identify you.

Example: Mole on the right cheek

Gender:

Mention your Gender: Male/Female/Other

Example: Male

Religion:

Mention your religion.

Example: Hindu / Muslim / Christian / Jain / Other

Category:

Tick the appropriate box.

Example: SC / ST / OBC / General / Other

Physical Challenges (if any):

Mention your disability, if applicable.

Example: Hearing impaired in the left ear

1.2 Address Details

Address Details

Current Address Line1 *	Current Address Line2	Permanent Address Line1 *	Permanent Address Line2
Current Address Line1	Current Address Line2	Permanent Address ...	Permanent Address ...
Current Landmark *	Current Village/Area/Locality *	Permanent Landmark *	Permanent Village/Area/Locality *
Current Landmark	Current Village/Area...	Permanent Landmark	Permanent Village/A...
Current Block/Taluka/Subdistrict *	Current District *	Permanent Block/Taluka/Subdistrict *	Permanent District *
Current Block/Taluka...	Current District	PermanentBlock/Tal...	Permanent District
Current State *	Current PIN Code *	Permanent State *	Permanent PIN Code *
v	Current PIN Code	v	Permanent PIN Code
Residing Since (In years) *			
0			

Current Address Line 1:

Write your flat/house number, building name, etc.

Example: A-103, Shivam Apartments

Current Address Line 2:

Mention the area, road name, or society name.

Example: Juhu Road, Mumbai

Current Landmark:

Mention any nearby well-known place for easy identification.

Example: Near Andheri Station / Opp. Reliance Mall

Current Village/Area/Locality:

Enter your locality name or village name.

Example: Malad East

Current Block/Taluka/Subdistrict:

Mention block, taluka or subdistrict of your area

Example: Andheri West

Current District:

Write your district name.

Example: Mumbai Suburban

Current State:

Mention your state name.

Example: Maharashtra

Current PIN Code:

Write the 6-digit postal code for your address.

Example: 400699

Residing Since (In years):

Mention how long (in years) you/your family have been living at the current address. If you recently moved, mention 0 or 1 year.

Example: 5 Years (if staying since 2020)

Same as Current

If your permanent address is the same as your current address, you can tick the checkbox or write "Same as above."

- Once selected, you do not need to fill in the other fields again.

- If Different from Current Address, Fill the Following:
- If you are staying in a hostel or PG, write that address as your current address.

Permanent Address Line 1:

Your house number, building name, or street.

Example: H. No. 12, Gandhi Nagar

Permanent Address Line 2:

Mention your colony, road name, or area (optional).

Example: Near Shiv Temple

Permanent Landmark:

Any nearby known place for identification.

Example: Opp. Primary School

Permanent Village/Area/Locality:

Name of your village or locality.

Example: Karawara

Permanent Block/Taluka/Subdistrict:

Write block, taluka, or subdistrict.

Example: Vallabhnagar

Permanent District:

Mention the district name.

Example: Udaipur

Permanent State:

Mention the state name.

Example: Rajasthan

Permanent PIN Code:

Write the 6-digit postal code.

Example: 313602

1.3 Contact Information:

Contact Information

Current Contact Information

Contact Person Name *

Contact Person Name

Contact Person Relationship *

Contact Person Relat...

Contact Person Landline

Contact Person Land...

Contact Person Mobile *

Contact Person Mob...

Contact Person Email

Contact Person Email

☐ Same as Current

Permanent Contact Information

Contact Person Name *

Contact Person Name

Contact Person Relationship *

Contact Person Relat...

Contact Person Landline

Contact Person Land...

Contact Person Mobile *

Contact Person Mob...

Contact Person Email

Contact Person Email

Contact Person Name:

Provide an Active phone number: Example: Contact Person: Ravi Patel
Contact Person Relationship:
Example: Self
Landline:
Example: XXXXXXXXX62
Mobile:
Example: XXXXXXXXX10
Email
Example: ravipatel22@gmail.com
Permanent Contact Person Name:
Provide an active phone number Example: Contact Person: Rameshbhai Patel/ Rekhaben Patel
Contact Person Relationship:
Example: Father/Mother
Landline:
Example: XXXXXXXXX62
Mobile:
Example: XXXXXXXXX10
Email
Example: rameshpatel22@gmail.com
Note: Do not mark 'Same as current'. Provide at least two numbers – one of yourself and one of your guardian/parents.

1.4 Basic Family Details:

Basic Family Details

Father Name *	Mother Name *	Father/Mother Phone *	Father/Mother Email *	Father/Mother PAN *	State Of Origin *	Domicile State *	Domicile Since (in years) *
Father Name	Mother Name	Father/Mother P...	Father/Mother E...	Father/Mother P...			0
Nationality *							
Nationality							

Father Name:
Example: Rameshbhai Patel
Mother Name:
Example: Rekhaben Patel
Father/Mother Phone:
Example: XXXXXXXXX11
Father/Mother Email:
Example: ramesh.patel@gmail.com

Father/Mother PAN:
Example: XXXXP1234L
State of Origin:
Example: Rajasthan
Domicile State:
Example: Gujarat
Domicile Since (in years):
Example: 50 years
Nationality:
Example: Indian
Note: Domicile means- a person's permanent home or place of residence.

1.5 Economical Details:

Economical Details

Annual Family Income (INR) *	Nature of House: Rented/Owned/Other *	Type of House: 1BHK/2BHK/3BHK/other *	Does the family possess any cultivable land? Yes/No. *	Is TV available in your household? *	Is AC available in your household? *	Is Car available in your household? *	Is Motorcycle/scooter available in your household? *
0		Type of House: 1...	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
Is Washing Machine available in your household? *	Is Computer/Laptop available in your household? *						
☐ Yes ☐ No	☐ Yes ☐ No						

Economical Details:
Annual Family Income (INR):
Add total income from all sources. Example: ₹1,80,000
Nature & Type of House:
Example: Nature: Rented Type: 1BHK
Monthly Rent:
Example: ₹3,500
Cultivable Land:
Example: Yes, 1.5 acres
Is TV available in your household?
Example: Yes/No
Is AC available in your household?
Example: Yes/No

Is Car available in your household?
Example: Yes/No
Is Motorcycle/scooter available in your household?
Example: Yes/No
Is Washing Machine available in your household?
Example: Yes/No
Is Computer/Laptop available in your household?
Example: Yes/No

2. Family Details

- Please provide **accurate and complete details** about your family members (parents, siblings, guardians, etc.). This helps us understand your family background and financial situation.
- If a family member is **not working** or a **student**, you can write "Housewife", "Student", or "Unemployed" under Occupation.
- In the **Dependent** column, write:
 - Yes**, if the person relies on others for living expenses.
 - No**, if they earn and support themselves.

ADIMAHESH SEVA FOUNDATION

ABC ▾

✓ Personal Details · 2 Family Details — 3 Education Records 4 Education Assistant 5 References — 6 Document Upload 7 Review and Save

Name	Relationship	Date of Birth	Education	Occupation	Annual Income	Dependent
Enter name	e.g. mother,father,bro...	DatePicker	e.g. BE, BCom, BCA		in INR	☐ Yes ☐ No C
Enter name	e.g. mother,father,bro...	DatePicker	e.g. BE, BCom, BCA		in INR	☐ Yes ☐ No C
Enter name	e.g. mother,father,bro...	DatePicker	e.g. BE, BCom, BCA		in INR	☐ Yes ☐ No C

Name:
Write the full name of the family member. Example: Ramesh Bhai
Relationship:
Mention your relationship with the person. Example: Father
Date of Birth:
Enter the birth date in DD/MM/YYYY format.

Example: 19-01-19976
Education:
Write the highest level of education completed by the person. Example: 10 th
Occupation:
Mention the current job or work of the person. Example: Farmer
Annual Income:
Enter the approximate yearly income from all sources. Example: ₹ 2,00,000
Dependent:
Mention if the person is financially dependent on the main earning member of the family – Yes or No. Example: No

3. Education Assistance Required:


ABC ▾

✓ Personal Details · ✓ Family Details — 3 Education Records — 4 Education Assistar — 5 References — 6 Document Upload — 7 Review and Save

Education Assistance Required For

Post Graduation ▾

Level	Institution	Location	Duration	Stream/Subjects	Percentage	Enrollment Number	Board	Pass out year
10th	Enter institute n...	e.g. Ahmedaba...	e.g. 4.3 (in years)		Enter ...	Enter Enrollment...	Enter board	Enter Pass ou...
12th	Enter institute n...	e.g. Ahmedaba...	e.g. 4.3 (in years)		Enter ...	Enter Enrollment...	Enter board	Enter Pass ou...
Under Graduat...	Enter institute n...	e.g. Ahmedaba...	e.g. 4.3 (in years)		Enter ...	Enter Enrollment...	Enter board	Enter Pass ou...

Level:
Select your academic level. Example: 10th / 12th / Undergraduate
Institution:
Full name of your school, college, or institute. Example: St. Xavier's High School
Location:
City/Town/Village and State of the institute. Example: Jaipur, Rajasthan
Duration:
Time period attended (From year – To year). Example: 2018–2020
Stream/Subjects:

Subjects studied.

- Write "General" for 10th.
- Mention specific streams or subjects for 12th/UG

Example: Science (PCM), or General

Percentage:

Total marks/percentage in the final exam.
If you have CGPA, convert it to a percentage.

Example: 82.5%

Enrollment Number:

Write your **enrollment/roll number** as per your marksheet.

Example: 12345678

Board:

Write your **Board/University name**.

Example: CBSE / RBSE University

Pass-out Year:

The year you cleared the final exam for that level.

Example: 2020

Note:

- If you're still pursuing your degree, write "**Pursuing**" in the "Pass out Year" and update percentage as "till now."
- Use your mark sheets to avoid errors in enrollment numbers and marks.
- Use the official conversion formula (if available) to convert CGPA to a percentage.

4. Education Assistance

4.1. Course Details:

ABC ▾

✓ Personal Details

✓ Family Details

✓ Education Records

4 Education Assistar

5 References

6 Document Upload

7 Review and Save

Course Details

Course Name *

Stream Name *

Course Level *

Enrolment /
Application Number *

Name of
college/institute *

Status of Institute/College *

Government College ▾

Course duration/years *

Start Month/Year *

Select date

Tentative End Month/Year *

Select date

Current year of course *

Current year of c...

Current semester of
course *

Current semester...

Course Name:
Write the full official name of your course Example: Bachelor of Technology (B.Tech)
Stream Name:
Mention your subject stream or specialization Example: Computer Science
Course Level:
Select the academic level of your course. Example: Undergraduate
Enrolment / Application Number:
Enter your unique enrollment/admission number issued by your institute. Example: BTECH2024CS001
Name of College/Institute:
Full name of your college or institute. Example: Indian Institute of Technology, Delhi
Status of Institute/College:
Select the institute type: Government / Private / Aided Example: Government
Course Duration (Years):
Enter the total number of years of your course Example: 4 years
Start Month/Year:
Enter the month and year your course started. Example: August 2024
Tentative End Month/Year:
Enter the expected completion date of the course. Example: May 2028
Current Year of Course:
Mention your current academic year Example: 1st Year
Current Semester of Course:
Mention your current semester . Example: 2nd Semester
Note: Refer to your admission letter or Bonafide certificate for correct details. Be precise with start and end dates — they should match academic records

4.2 College Address:

College Address

College Address line 1 *	College Address line 2	College Land Mark *	College Village/Area/Locality *	College Block/Taluka/Subdistrict *	College District *	College State *	College PIN Code *
College Phone *	College Email ID	College Website					

College Address Line 1:
Enter the main address details – building name, street/road name Example: BIT Campus, Mesra
College Address Line 2:
You can add department name, floor, or additional location info Example: Dept. of Computer Science
College Landmark:
Mention a well-known place near the college for easy identification. Example: Near Jagannath Temple
College Village/Area/Locality:
Write the name of the area/locality where the college is located. Example: Ranchi Sadar
College Block/Taluka/Subdistrict:
Enter the block/taluka/subdistrict Example: Ranchi Sadar
College District:
Write the full name of the district Example: Ranchi
College State:
Full name of the state where the college is located Example: Jharkhand
College PIN Code:
The 6-digit postal code of the college location Example: 835215
College Phone:
Write the official phone number (landline with STD code or mobile). Example: 0651-XXXXXX4
College Email ID:
Mention the college's official email address Example: info@bitmesra.ac.in
College Website:
Enter the official website URL Example: www.bitmesra.ac.in
Note:
• Refer to your admission letter or the college website for the most accurate and official details. • If you don't know the official contact info, visit the college website or call the admin office.

4.3 College Expense Details (per year):

College Expense Details (per year)

Tuition Fee*	Registration Fee	Examination Fee	Hostel Fee	Food Expenses	Books/Other educational materials expenses	Any Other-1, Pl. Specify	Any Other-2, Pl. Specify
0	0	0	0	0	0	0	0

Total Fees (summation of all the fees)*

Current planned source of fee without Education Assistance *

Total Fees (summ...)

Current planned source of fee without Education Assistance

Tuition Fee:

Enter the annual academic/tuition fee charged by the institute.

Example: 65,000

Registration Fee:

One-time or yearly admission/registration fee.

Example: 2,000

Examination Fee:

Yearly exam fee paid to the institute.

Example: 1,500

Hostel Fee:

Annual hostel fee. If not applicable, write "0".

Example: 30,000

Food Expenses:

Approximate annual mess/food charges.

Example: 24,000

Books/Other Educational Materials:

Yearly cost for books, notebooks, stationery, etc.

Example: 5,000

Any Other – 1, Please Specify:

Mention any extra expense not listed above.

Example: 1,000

Any Other – 2, Please Specify:

Additional cost (if any).

Example: 2,500

Total Fees (Summation of All Fees):

Add all the above fees together. Double-check for accuracy.

Example: 1,31,000

Current Planned Source of Fee Without Education Assistance:

Add all the above fees together. Double-check for accuracy.

Example: Parent's income, Bank loan, Part-time job, Relative support

Note: Use your **fee receipt** or **college prospectus** for accurate values.

- If you're not staying in a hostel or using the mess, enter "0" in those fields. Don't leave any field blank.

4.4. Other Assistance Related Details:

Other Assistance Related Details

Do you received OR applied OR eligible for any government scholarship, grants, or financial aid? *	Total Education Assistance Amount require per year (INR) *	Number of year Education Assistance require *	Would you be willing to repay the Education Assistance amount once you secure a job, allowing the organization to provide assistance to other underprivileged children? (Y/N) *
☐ Yes ☐ No	Total Education A...	Number of year ...	☐ Yes ☐ No

Do you receive / applied / eligible for any government scholarship, grants, or financial aid?:

You have applied for any government scheme or you are receiving any scholarship, then select Yes otherwise, select No.

Example: Yes (If you select Yes, you need to mention the name of the scholarship and amount)

Total Education Assistance Amount Required Per Year (INR):

Mention the **total financial help** you need per year to continue your education.

Example: ₹50,000

Number of Years Education Assistance Required:

Mention how many **more years** you will need support for your current course.

Example: 2 Years

Would you be willing to repay the Education Assistance amount once you secure a job? (Y/N):

Select **Yes** if you're open to **giving back** later when you are financially stable, to help others, or select **No** if not willing or not sure.

Example: Yes

Note: If you're **already getting any government aid**, mention it honestly. It won't disqualify you, but helps in planning support.

- Be realistic and truthful about your financial needs.

4.5 Please provide write up covering following topics/questions (Maximum 1000 words)

1. Describe a significant personal achievement and its impact on your life.
2. Explain a challenge you've faced and how you overcame it.

3. According to you your strengths and areas for improvement?

4. Your professional aspiration goal and your plan to achieve it?

Please provide write up covering following topics/questions (Maximum 1000 words)

1. Describe a significant personal achievement and its impact on your life.
2. Explain a challenge you've faced and how you overcame it.
3. According to you your strengths and areas for improvement?
4. Your professional aspiration goal and your plan to achieve it?

Please provide write up covering above topics/questions *

Please provide write up covering above topics/questions

5. Reference:

Please provide the contact details of a person who knows you well (can be a teacher, mentor, employer, community leader, etc.) and who can vouch for your character and background.

ABC ▾

✓ Personal Details

✓ Family Details

✓ Education Records

✓ Education Assistar

5 References

6 Document Upload

7 Review and Save

Name*	Address*	Occupation*	Mobile Phone Number*	Office Phone Number	Email ID*	
Enter name	e.g. Ahmedabad, Gujarat	e.g. Manager, Professor	Enter Mobile Phone	Enter office phone num...	Email	
Enter name	e.g. Ahmedabad, Gujarat	e.g. Manager, Professor	Enter Mobile Phone	Enter office phone num...	Email	

Name:

Full name of the reference person.

Example: Mr. Rajesh Sharma

Address:

Full address including house number, area, and city.

Example: B-201, Sector 15, Navi Mumbai, Maharashtra – 400614

Occupation:

Mention the person's job/profession.

Example: School Principal, Government Teacher, NGO Coordinator

Mobile Phone Number:

Enter a valid 10-digit mobile number.

Example: XXXXXXXXX10

Office Phone Number:

Optional. Mention landline or alternate contact number if available.

Email ID:

Provide a working email ID for communication.

Example: rajesh.s@gmail.com

6. Document Upload

- **All starred (*) items are mandatory.** All applicants must **upload clear, legible, and relevant documents** in PDF or image format (JPG/JPEG/PNG). Below is a list of required documents, along with descriptions for each:

Document	Upload Document
Passport size photo*	Click to Upload
College or institute enrolment proof (admission letter/bonafide certificate)*	Click to Upload
10th Board Mark sheet*	Click to Upload
12th Board/Diploma Mark sheet*	Click to Upload
Last school/college test/semester end/annual exam Mark sheet (if applicable)	Click to Upload
Proof of address (Aadhar card/Ration card/Rent Agreement, etc.)*	Click to Upload
Proof of identity (Aadhaar Card/Leaving Certificate/School ID/College ID)*	Click to Upload
PDF of applicant's house pictures (3-4 from outside and inside)*	Click to Upload
Annual Fee structure*	Click to Upload
Fee Payment receipts for educational-related expenses, such as tuition fees, hostel fees, books, mess fees, etc., (if applicable)	Click to Upload
Proof of family income such as Form 16/ITR/salary slips/income certificate by a concerned government authority/bank passbook, etc.*	Click to Upload
Document proof for physical disability (if applicable)	Click to Upload
Latest electricity bill*	Click to Upload
Cast Certificate (SC,ST,OBC,Other)*	Click to Upload
Other mark sheets	Click to Upload

Document Name	What to Upload / Notes
Passport Size Photo*	Recent color photo with clear face, plain background.
College/Institute Enrolment Proof*	Upload your admission letter OR bonafide certificate issued by the college with current date.
10th Board Marksheet*	Clear scan of the original mark sheet (all subjects visible).
12th Board / Diploma Marksheet*	Upload the mark sheet depending on your stream. If diploma holder, upload diploma mark sheet.

Last School/College Test/Exam Marksheet (if applicable)	Latest internal exam, semester, or annual mark sheet (if already enrolled in course).
Proof of Address*	Upload Aadhaar card , Ration card , or Rent Agreement that has your current/permanent address.
Proof of Identity*	Aadhaar card (if not already used), School/College ID , or Leaving Certificate .
Applicant's House Pictures (PDF format) *	Create a PDF file with 3-4 photos of your house – 2 from outside, 2 from inside. Must show the actual living condition.
Annual Fee Structure*	Official document from college/institute showing the break-up of annual course fee .
Fee Payment Receipts (if applicable)	If you already paid any part of your college fees (tuition/hostel/mess/books), upload the receipts.
Proof of Family Income*	Upload any one or more of the following: – Income Certificate by Govt Authority – Salary slips – Form 16 – Bank passbook showing regular income entries – ITR (Income Tax Return)
Disability Certificate (if applicable)	If the applicant has a physical disability, upload a valid disability certificate issued by a government hospital/authority.
Latest Electricity Bill*	Upload the most recent electricity bill from your home address (showing location and consumption).
Caste Certificate (SC/ST/OBC/Other) *	Upload valid caste certificate issued by a competent authority if you belong to any reserved category.
Other Mark Sheets	Upload any additional academic records like semester-wise results, certificates from workshops or training, etc.