



# GUIDANCE TO APPLICANTS ABOUT THE UNDERGRADUATE SCHOLARSHIPS



The Reliance Foundation Undergraduate Scholarships aims to support meritorious students from all corners of the country with an undergraduate college education, empowering them to continue their studies, become successful professionals and realize their dreams, unlocking their potential to lift themselves and their communities up and contributing towards India's future socio-economic development.

During the 2023-24 academic cycle, Reliance Foundation will support the most exceptional first-year undergraduate students pursuing a full-time undergraduate degree programme.

Reliance Foundation will award the Reliance Foundation Undergraduate Scholarships on a merit-cum-means basis to 5,000 meritorious undergraduate students from underprivileged sections of society to continue their education in any stream of their choice. The programme will seek to empower underrepresented and deserving students from across India with a secondary education and enhanced life opportunities.

It is important that you, the applicant, follow the guidelines below for application completion and submission.

- The application is supported by most browsers. However, we highly recommend that you use a current version of Google Chrome, which supports Windows, Mac, and Linux platforms, while completing and submitting the application form.
- We also request all applicants to use their **personal email IDs** for creation of login credentials, as firewalls may be enabled on your institute/ official email ID, which may prevent authentication emails from reaching you.
- If you encounter a “server error” message, while accessing the application portal, please clear cache once and try again using an incognito window.
- The changes you make to the application form can be saved to enable you to leave the application and return to finish it at a later stage. Make sure that you press the “save” icon after every section to ensure that your work is saved.
- Your email address is your user name. When you create an account for the online application, record your password in a secure place. If necessary, you can reset your password by clicking the ‘Forgot Your Password’ button on the log-in page.
- You can copy and paste information into all text boxes.
- We suggest you prepare required documents and save them in a PDF format. This helps preserve any formatting and special characters in your documents. The list of required documents can be found in the Supporting Documents section of this Guidance to Applicants document.
- Some questions are “required.” They are marked with an asterisk (\*). You will not be able to submit your application until all required items are complete.
- You will need to upload the relevant mandatory supporting document(s) for family income. In case the income certificate is not available, the applicant can use the self-declaration option. However, the income certificate will be required at a later stage, hence it is mandatory to obtain the income certificate of the last financial year

- We recommend that you review your application for errors.
- Use proper capitalization and punctuation. This is a formal scholarship application and you are advised to follow the English language rules on capitalization and punctuation.
- When all information is correct and complete, submit your application. Once you submit, you **CANNOT** make changes to your application.
- It is your responsibility to understand what is required for the scholarship and to submit the appropriate documents by the applicable deadline. Failure to provide necessary information or materials may adversely affect your application.
- Your application is a representation of you, so be sure that it is complete and accurate. All material must be your own work. Any material misrepresentation of your work will result in rejection of the application or rescinding of the scholarship.
- The Reliance Foundation Undergraduate Scholarships require all applicants to submit the application online. Students with disabilities can take the support of a family member/helper with filling in the application form, and will need to mention the name and relationship of the helper in the pre-submission section of the application. Student applications and supporting documents must be electronically submitted by 11.59pm IST on Sunday the 15th October 2023.
- We strongly recommend that you do not wait until the 15th October 2023 deadline day to submit your application. Technical difficulties in uploading documents or in the final submission steps, particularly in the hours prior to the deadline, will not be grounds for an

extension. Applications not fully submitted by the above stated deadline will not be considered. There will be no exceptions to this rule.

### Scholarship Values

The Reliance Foundation Undergraduate Scholarships are looking for scholars who embody the following values. Please take these into account while writing your application:

- **Excellence:** Scholars who are committed to excellence, in spirit and action, in everything they pursue, both academic and non-academic. Scholars who have a mindset of giving their best, seeking new and better ways to approach challenges and continually work to improve themselves.
- **Leadership Potential:** Scholars who have the potential and ambition to become India's and the World's Leaders of Tomorrow.
- **Integrity:** Scholars who strive to be honest and forthright. They take accountability and responsibility for their actions, decisions, and behavior.
- **Community Commitment:** Scholars who show a moral force of character and instinct to lead in their communities for the advancement of society. Scholars who have a commitment to work for social good and give back to society.
- **Growth Mindset:** Embodying Reliance's spirit that "Growth is Life" we are looking for scholars that dream big and have an ever-evolving spirit. They possess a love of learning and continually striving to develop and improve themselves and support others to do the same.
- **Courage:** Scholars who are resilient, patient,

and tenacious. Students who embrace challenges with passion and conviction as opportunities to grow.

### **1.1 Personal Information**

Please provide your name as it appears on your Aadhar card.

Family Details: Please fill out the details in the table for your immediate family members (father, mother, brother(s), sister(s), daughter(s), and/ or son(s)) or your guardian, as applicable.

### **1.2 Contact Information**

Contact information can be updated after submission of the application.

Permanent Address: This is your home (residential) address. Do not use abbreviations such as St., Rd., Blvd., Ct., nor directional abbreviations such as N. for North and W. for West. Your home address cannot be a P.O. Box. All address fields are required.

Telephone Numbers: Please be sure to include the '+ country code' along with your phone number.

Email: Please note that all system-generated messages and communication from the Reliance Foundation Scholarships team regarding the status of your application will be sent to this address. We request all applicants to use their personal email IDs (Gmail, Yahoo, etc.) for creation of login credentials, as firewalls may be enabled on your institute/ official email id, which may prevent authentication and other emails regarding the application process, from reaching you. Please do not use your institute email id. Should your primary email address change, you will be able to update the same after you submit your application.

Please provide a secondary email address in case we

have difficulties contacting you at the email address listed above.

Alternate Contact Details: Please provide the contact information of a person we can contact in case we are unable to contact you for a scholarship-related matter. This could be a close relative, for example.

### **2.1 Academic Details – Secondary Education**

We require a complete academic record of your education. You must provide details of your high school education, including 10th and 12th Grade scores, as well as supporting documents.

### **2.2 Aptitude Test for the scholarship:**

All applicants are required to complete an online aptitude test as part of their application. This is a mandatory test to be considered for the Reliance Foundation Under Graduate Scholarship.

Students will be able to select their test date preference from available dates as part of their application form, in the final submission window. Once you have submitted the application form, you will receive a confirmation email informing you that we have received your application, including the date/time of your exam and instructions for performing a system compatibility check. You may re-check the date/time of your test in the online Application Portal. You will be allowed to make only one change on the application dashboard, to the date of the aptitude test 10 days prior to the actual date/time of the aptitude test selected by you. The date of the rescheduled test will be pre-decided by Reliance Foundation.

Please note that you will receive an email with the final exam unique link and a unique link to perform a practice test (optional but recommended) one week before the final test.

Your application will be considered complete only when you have completed the aptitude test. Scores will be directly sent to Reliance Foundation once the test is submitted. Applicants will not be notified about their scores.

The aptitude test will be a proctored, multiple-choice exam (non-adaptive). Students can take the test from anywhere online and should complete the test on their own, in a quiet space, with no external support and no access to technology outside to the test screen.

#### **Aptitude Test Dos:**

- Take the assessment in full screen
- Keep your face identifiable in the video feed at all times
- Keep your camera and microphone on at all times
- Share your screen feed before attempting the test

#### **Aptitude Test Don'ts:**

- Don't open different windows or tabs on your browser
- Don't have anyone else in the room
- Don't make anyone else take your test
- There should be no conversation or noise in the background

Students with disabilities will be able to indicate

whether they need assistance to take the aptitude test, and the type of assistance needed, when submitting their application form. The exam proctors will be notified and will accommodate as necessary.

Please note that there is no fee payable for taking the aptitude test.

#### **2.3 Format and Content of the Aptitude Test**

Students will have 60 minutes to complete three sections that will test applicants on the three abilities below. All questions are multiple-choice. Students with disabilities will get 30 minutes extra to complete the test (10 minutes extra for each section).

- 1) **Verbal Ability** - Tests an individual's word power ability in spotting errors, sentence completion, attributes of Grammar, reading comprehension etc., to primarily understand the depth of knowledge in the English language.
- 2) **Analytical and Logical Ability** – Tests an individual's ability to analyse the given situation, break down the problem situation, identify the root cause, and provide solutions. This ability helps an individual to help foresee a problem and plan a solution accordingly.
- 3) **Numerical Ability** - Tests an individual's ability to solve mathematical problems using their capable reasoning skill to interpret, analyse and arrive at a conclusion with attributes such as ratios, percentages, number sequence, data interpretation etc.

## 2.4 Structure & Marking Scheme of the Aptitude test

Serial No	Particulars	No. of multiple-choice Questions	Time (Minutes)	Marks
1	Verbal Ability	20	20*	20
2.	Analytical and Logical Ability	20	20*	20
3.	Numerical Ability	20	20*	20
<b>TOTAL</b>		<b>60</b>	<b>60*</b>	<b>60</b>

\*- Students with disabilities will get 10 extra minutes per section (90 minutes total).

## 2.5 Aptitude Test arrangements for students with disabilities

If you are a student with disabilities, you will be able to indicate whether you need assistance to take the aptitude test, and the type of assistance needed, when submitting your application form. The exam proctors will be notified and will accommodate as necessary.

Specially abled students will get 30 minutes extra to complete the test (10 minutes extra per section). Their total test time will be 90 minutes.

## 3.1 Current and Prior Scholarships, Grants, Fellowships

Mention all the grants/ scholarships/ fellowships/ fee waivers that you have received, including ones that you currently hold. Details of any grants/ scholarships that you have availed for the 2023-2024 academic year must be disclosed. Do not list any grants/ scholarships that you are currently applying for. Do not list grants that you were awarded, but did not accept. The student needs to

input the scholarship name, duration that the scholarship lasts for, scholarship amount and the year the scholarship was awarded.

Supporting documents for this section are optional.

You may attach your Institute's offer letter if the scholarship is mentioned within. If the student has received a fee waiver, they should put "Fee Waiver" as the name, the amount that was waived in the total value of the scholarships etc.

Students who are selected for the Scholarship may avail other partial scholarships offered by other institutions/ entities.

## 3.2 Supporting Documents

- Mandatory Documents:
  - Applicant photograph (Passport size)
  - Address Proof (permanent address)
  - Marksheet of 10th Class Board Examination

o Marksheet of 12th Class Board Examination

- Bona fide Student Certificate of current college/ institution of enrollment. The certificate should contain student's name, institute's name, degree programme name & year of study and signed by college authority. (Refer to appendix for sample of bonafide certificate).
- Family Income Proof (issued by relevant authority)
- Official Disability Certificate issued by relevant government authority such as CMO, Medical Officers (if applicable)

### 3.3 Mark Sheets and Transcripts

Reliance Foundation requires a complete academic record of your higher education. You must provide mark sheets/transcripts from your high school institutions from which you received statement of marks. Mark sheets/Transcripts must also be submitted from other institutions where you studied and received credit for coursework. You may submit documentation of certificates (i.e. non-degree programs), if relevant. However, do not submit extraneous documents as they will not enhance your application.

Failure to submit the requisite transcripts will result in your being declared ineligible.

Submitted transcripts must meet the following requirements:

Your full name is clearly printed on the document

1. The institution name is clearly printed on the document

### 3.4 Supporting Documents: Personal Information

**Applicant photograph:** Please provide a colour photograph of yourself, with a maximum size of 2MB, in JPEG format. The photo should be clear and with a continuous-tone quality. Your full face should be visible, with a front view and eyes open. The photo should present your full head from top of hair to bottom of chin, and your head should be centered within the frame. The background should be white. There should not be any distracting shadows on the face or on the background. The expression on the face should be neutral.

Please note your photo will not be available to reviewers until candidates have been shortlisted for interviews. If you are selected for the scholarship, your photograph will be used on the Reliance Foundation Scholars' biographies. You may provide a new photograph should you wish to change the one previously submitted. The new photograph must adhere to the aforesaid criteria.

You can learn more about the Reliance Foundation Undergraduate Scholarships on:  
[www.scholarships.reliancefoundation.org](http://www.scholarships.reliancefoundation.org).



**APPENDIX 1**

**Sample Bonafide Certificate**

(On college letterhead)

**BONAFIDE CERTIFICATE**

This is to certify that Mr/Mrs ..... bearing Roll No..... is a student  
of..... year (first/second/third)  
..... (full course name-e.g.  
BA Education Honors) for the academic year.....

He /She is a bonafide student of..... (institute  
name)

Date:

Signature and Stamp of  
College Principal/Registrar/HOD