



Form No. \_\_\_\_\_

# DHA SUFFA UNIVERSITY

## Need-Based Scholarship Application Form

### Fall Semester 2024

### BRIEF GUIDELINES FOR COMPLETING THE APPLICATION

This form is to be used when applying for a need-based scholarship under the DSU Scholarship scheme. This is a need-based award, aimed at bright indigent students to help them continue their studies at DSU. In order to qualify, you must demonstrate need. The assessment of your application by the University shall be final.

#### How to Apply:

1. Complete and sign this form (follow the instructions given in the form)
2. Enclose/attach the required documentation (listed below)
3. Submit the application latest by **5<sup>th</sup> November, 2024**

#### CHECKLIST

Please submit necessary documentation to support the information you have provided in this application. Before submitting the application, please ensure that you have included the following documents:

- Pension Certificate in respect of Father/Guardian, Mother, Brothers and Sisters, if retired.
- Bank Statement of last six months **duly signed by concerned Bank Manager** of Salary/Pension Account .
- Salary Slips of last six months duly verified by Employer in respect of Father/Guardian, Mother, Brothers and Sisters, if employed.
- Most recent Annual Statement of Provident Fund/DSOP Fund, as applicable.
- Income Tax Return in respect of Father/Guardian, Mother, Brothers and Sisters.
- Original Telephone bills (most recent/family residence).
- Original Gas bills (most recent/ family residence).
- Original Electricity bills (most recent/family residence).
- Original Fee Deposit Slips in respect of siblings.
- Recent Result Intimation.

**NOTE:** In case the applicant is employed, he/she is to submit the above information in respect of himself/herself as well.

#### INFORMATION ABOUT THE APPLICANT (STUDENT)

<b>Name:</b>	<b>CNIC No:</b>
<b>Reg. No. / ARN No:</b>	<b>Academic Program:</b>
<b>Semester / Year in which admitted:</b>	<b>Current Semester:</b>

**Applicant's Signature:** \_\_\_\_\_

**Date and place:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_

#### FOR OFFICE USE ONLY

Date Received	Application Received by (Name, Stamp and Signature)	Comments

## SECTION A: FAMILY INFORMATION

<b>A.1 Information about Father/Guardian: [ ] Father [ ] Guardian</b>						
Name:		CNIC No:				
Postal Address:						
Telephone Number (Land line):		Cell Number:				
Email Address:						
Profession:		Employment Status:	<input type="checkbox"/> Working <input type="checkbox"/> Retired			
<b>EMPLOYMENT HISTORY: Latest employment first. List last 3. If currently retired, please include pension.</b>						
From	To	Designation	Organization	Monthly Income		
<b>A.2 Information about Mother (Complete all that applies)</b>						
Name:		CNIC No:				
Postal Address:						
Telephone Number (Land line):		Cell Number:				
Email Address:						
Profession:		Employment Status:	<input type="checkbox"/> Working <input type="checkbox"/> Retired			
<b>EMPLOYMENT HISTORY: Latest employment first. List last 2. If currently retired, please include pension.</b>						
From	To	Designation	Organization	Monthly Income		
<b>A.3 Information about brothers/sisters in school/not working (Complete all that applies. Include all brothers and sisters)</b>						
Name (Eldest First)	Date of Birth	Relation Brother/Sister	Educational Institution and Grade/Class	Annual Tuition Fee	Annual Financial Aid/ Loan/ Scholarship	Granting Agency
<b>Total Educational Expense/Scholarship</b>						
<b>A.4 Information about the brothers/sisters employed (Complete all that applies. Include all brothers and sisters)</b>						
Name (Eldest First)	Date of Birth	Relation Brother/Sister	Profession Service/Business	Designation	Company	Monthly Income
<b>Total Amount</b>						

## SECTION B: CURRENT MONTHLY FAMILY INCOME

List all family income by source. Include earnings of Father/Guardian, Mother, and Brothers and Sisters

<b>B.1 Family income from Salary/Pension:</b>		
Relation	Average Monthly Income	Employer(s)
Father/Guardian		
Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>B.2 Family income from Business including agricultural income:</b>		
Relation	Average Monthly Income	Employer(s)
Father/Guardian		
Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>B.3 Family income from investments (Dividends, Interest on shares, bonds, fixed deposits etc.)</b>		
Relation	Average Monthly Income	Name and Type of Business
Father/Guardian		
Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>B.4 Family income from investments (Dividends, Interest on shares, bonds, fixed deposits etc.)</b>		
Relation	Average Monthly Income	Name of Investment e.g. shares, bonds, fixed deposits
Father/Guardian		
Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>B.5 Family income from rental/other income (Include income from all sources not listed above)</b>		
Relation	Average Monthly Income	Source e.g. Rental Income/Other
Father/Guardian		
Mother		
Brothers/Sisters (Combined Monthly Salary/ Income)		
<b>TOTAL: Monthly family income (Pak Rs.)</b>		

### NEED-BASED SCHOLARSHIP RULES

- Submission of Need-based Scholarship Application Form does not guarantee award of the scholarship. Furthermore, only students carrying full workload as specified in the Plan of Study for the degree are eligible for consideration of Need-based Scholarship award.
- Need-based Scholarships, if and when awarded, are granted as Qarz-e-Hasana. After completion of his/her studies at DSU the Need-based Scholarship recipient is honor-bound to return the amount so that needy students like him/her could be supported to study at DSU in the future.
- Those awarded Need-based Scholarships are responsible to pay the remaining amount of the Tuition Fee and other dues/charges by due date.
- Need-based Scholarships, if and when awarded, are only for the particular semester. For consideration for future semesters a student shall have to resubmit the Need-based Scholarship application with updated documents by the specified date. Future award decision and amount will be based on the need, the applicant's academic performance at DSU (minimum SGPA 3.00) and the number of needy applicants being considered at that time.
- The Caution Money of the student shall be retained by DSU on his / her graduation as first installment on account of return of the Qarza-e-Hasna received by him / her in the form of Need Based Scholarship.
- These rules may be changed or added to at any time without notice.

## SECTION C: FAMILY WEALTH ASSESSMENT

List all assets and property owned by the family, classified by source. Include all owned by Father/Guardian, Mother, and Brothers and Sisters

<b>C.1 List residential, commercial and agricultural properties owned by the family</b>					
S. No.	Address	Property Type: Commercial/Residential Plot/Constructed	Area (Square Feet)	Approximate Market Value	Status (Self Occupied/ Rented out/Vacant)
1					
2					
3					
<b>C.2 List motor vehicles owned by the family</b>					
S. No.	Make	Model (year)	Registration Number	Approximate Market Value	
1					
2					
3					
<b>C.3 List investments and valuables (shares, bonds, fixed deposits, gold, etc.)</b>					
S. No.	Investment Type	Face Value	Approximate Market Value		
1					
2					
3					
<b>C.4 List all other assets (Include all family assets not listed above)</b>					
S. No.	Investment Type	Face Value	Approximate Market Value		
1					
2					
3					
<b>TOTAL: Family Assets - Approximate Market Value (Pak Rs.)</b>					

## SECTION D: FAMILY UTILITY EXPENSES

<b>D.1 Telephone Expenses (Both Land-line and Mobile)</b>		
Telephone Number	Average Monthly Bill	
<b>D.2 Electricity Expenses</b>		
Consumer Number	Address	Average Monthly Bill
<b>D.3 Gas Expenses</b>		
Consumer Number	Address	Average Monthly Bill
<b>TOTAL: Monthly Family Utility Expenditure (Pak Rs.)</b>		
<b>TOTAL: Monthly Family Educational Expenditure (Pak Rs.)</b>		

<b>Name of Student:</b>	<b>Reg. No. / ARN No:</b>
<b>Semester / Year in which admitted:</b> (Fall / Spring)	<b>Current Semester &amp; Year:</b> (Fall / Spring)
<b>SGPA – Spring / Fall :</b> (Attach current Academic Profile)	<b>Credit Hours – Spring / Fall:</b> (Attach current Academic Profile)
<b>SSC / O-Level Marks:</b> _____ Out of _____  <b>SSC / O-Level %:</b> _____ (According to SSC Mark Sheet / O-Level Equivalence Certificate)	<b>HSC / A-Level Marks:</b> _____ Out of _____  <b>HSC / A-Level %:</b> _____ (According to HSC Mark Sheet / A-Level Equivalence Certificate)

Please read the below instructions carefully before applying for Need Base Scholarship.

- Correct information of income and expenditure is to be provided with documentary evidence.
- **Last six months Bank Statement (in original) of your father / guardian & sibling (if on job) duly endorsed by the bank/ branch be provided.**
- **Last paid School / College fee deposit receipt (in original) be provided.**
- **Most recent paid bills of student and his Father's Cell Phone(s).**
- All documents mentioned in check list of the Need based Scholarship Form (Page No. 05) are to be provided.
- Your application will be cancelled if the above mentioned requirements are not met.

**Note:** Please read the rules of scholarship on Page No. 03 very carefully.

Please submit all required document in support of the information provided by you.

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### **UNDERTAKING**

I, \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ Student of \_\_\_\_\_ Program (ARN No. /  
Registration No. \_\_\_\_\_) hereby solemnly affirm in the true word and spirit as  
under:-

1. The information provided by me is authentic and correct to the best of my knowledge and belief.
2. In case of any false or in-correct information, my application may immediately be rejected.
3. I will accept the decision of the committee as final and will not submit any application for reconsideration.

Applicant's Signature: \_\_\_\_\_

Date and place: \_\_\_\_\_ Parent's Signature: \_\_\_\_\_



# DHA SUFFA UNIVERSITY

Off Khayabn-e-Tufaail, Phase-VII, DHA, Karachi-75500

Form No. \_\_\_\_\_

## Need-based Scholarship Application Submission Receipt (DSU Copy)

Reg. No.

Program:

Name:

Father's Name:

Need-based Scholarship Application Form has been submitted for Fall **Semester 2024** in the Registration Office.

Signature of Student: \_\_\_\_\_

For Deputy Registrar / Registrar Office

Date: \_\_\_\_\_

Signature & Date: \_\_\_\_\_

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# DHA SUFFA UNIVERSITY

Off Khayabn-e-Tufaail, Phase-VII, DHA, Karachi-75500

Form No. \_\_\_\_\_

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Program:

Name:

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Signature of Student: \_\_\_\_\_

For Deputy / Registrar Office

Date: \_\_\_\_\_

Signature & Date: \_\_\_\_\_