HEC Need-Based Scholarship

Required Documents Checklist - Tick each item off as you prepare it

No national deadline. Each university sets its own window, so ask your university's Financial Aid Office for its date. Submit the file to that office by hand or by post. HEC accepts no form directly.

1. **Completed application form**
   Fill all four sections: A) personal and family information, B) family assets, C) financial arrangements for this year, D) educational record. Write N/A where something does not apply. Do not leave any section blank.
2. **Copies of your parent's or guardian's CNIC**
   Make clear copies. Check that the CNIC is valid and not expired. An expired CNIC can delay your file.
3. **Salary certificate or salary slip**
   Get it on your parent's or guardian's employer's letterhead, signed and stamped. Make sure the monthly income figure is clear and easy to read. If your parent is self-employed, ask the Financial Aid Office what to submit instead.
4. **Six months of utility bills**
   Electricity, gas, telephone, water. Collect bills for the last six months, not just the latest one. If a bill is missing, ask your utility provider for a duplicate copy.
5. **Fee receipts for you and your brothers and sisters**
   These show what your family already pays for education. Keep copies of all receipts, not just your own.

Make two sets of copies of every document. Keep one set for yourself. Give the other set with the form. Keep a photocopy of your complete file before you submit it.