Approved Student Portal

Your scholarship journey
Instruction manual

Overseas Scholarship Portal
For students with approved, sanctioned or amount-disbursed applications

Start here: Review your details, upload all five enrollment documents, then open Claims to enter bank details and submit eligible expenses. Return regularly to check your status and update your academic progress.

Find the instructions you need

Version 1.0 | 16 September 2026

This manual follows the student screens available in the current project. Follow the department notifications shown in your account for your academic year. Submission and upload indicators do not by themselves confirm approval or payment.

01 Getting started and your sidebar

1. Sign in using your usual scholarship portal login. Eligible students are shown the post-approval student area.

2. Check your name, application number and application status. Keep your application number ready when asking the department for help.

3. Use the left sidebar to move between sections. If it is collapsed on a small screen, use the menu control to reveal it.

Sidebar option	What you do here
Dashboard	See scholarship amount, pending claims, disbursement totals and links to your student sections.
Applicant Details	Review the application information already on record.
Enrollment Details	Upload the five documents required to open claim submission.
Claims	Enter bank details, record TAHDCO loan information and submit expense claims.
Progress Report	Add or update marks and attendance for each semester.
Course Completion	Upload final degree, completion certificate and final marksheet.
NOC	Submit supporting documents and view a department-issued NOC.
Job Status	Record employment, job search, higher studies or another current status.

Check your application information

Open **Applicant Details** and review the personal, contact, education, institution, country and course information shown. This is a review screen. If something is wrong, contact the department through the official support channel provided by your scholarship programme.

Read the detailed section: Dashboard tiles are summaries. An Enrollment tile showing Uploaded is not a substitute for checking all five document rows. Likewise, NOC Submitted refers to your request; the issued certificate is shown separately inside NOC.

02 Upload enrollment documents

Path: Sidebar > Enrollment Details

Document	What to prepare
Final Confirmation Letter (CAS / COE / I-20)	The applicable final admission confirmation from your institution.
Visa Document	Your student visa document.
Passport	Passport bio-data and relevant endorsement pages.
Enrollment / Joining Report	An institute-signed report confirming your enrollment.
Student ID Card	The student identity card issued by your institution.

1. Choose the correct file beside each document name. You may upload documents as they become available; choose at least one file before saving.

2. Click **Save Uploads**. Wait for the success message.

3. Check for **Uploaded** and use **View** to confirm that the saved file is correct and readable.

4. To replace a file, click **Re-upload**, choose its replacement and click **Save Uploads** again. Files you do not replace remain saved.

What must be ready before claims open?

All five enrollment documents must be uploaded. The department must also have allotted your scholarship amount, enabled claims for your academic year, and kept you eligible for further claims. If an earlier claim was submitted before the enrollment requirement, upload any missing documents before continuing.

File rules throughout this manual: PDF, JPG/JPEG or PNG; maximum 10 MB per file. Use clear, complete scans. If one field needs several pages, combine them into one readable PDF. Selecting a file alone does not save it: click the section's Save or Submit button.

03 Enter and update bank details

Path: Sidebar > Claims > Bank Details

The institution and personal accounts have separate forms and separate Save buttons. Save each available account independently. Prepare bank proof that clearly shows the beneficiary name, account number and bank identifier.

Field	Institution / University Account	Personal account
Beneficiary / Account Holder Name *	Name exactly as registered with the institution's bank.	Your account holder name as recorded by the bank.
Bank Name *	Full bank name.	Full bank name.
Account Number / IBAN *	Institution account number or IBAN.	Your account number or IBAN.
Bank Identifier Code *	SWIFT / BIC / IFSC / routing code as applicable.	IFSC / SWIFT / BIC / routing code; up to 16 characters.
Bank location	Bank address and country, where available.	Branch name / bank address, where available.
Supporting document *	Bank Proof / Official Invoice showing the institution's account.	Bank Proof / Passbook showing your account.

1. Complete the starred fields and attach the supporting document. Check every account digit and code against the proof.

2. Click **Save Institution Details** or **Save Personal Details** for the form you completed.

3. Confirm the success message and **Saved** indicator. Open **View** to inspect the proof.

4. For changes, edit the saved fields and use **Update Institution Details** or **Update Personal Details**. Use **Re-upload** if you need to replace the proof; the existing proof can remain when unchanged.

> Bank details can be added or updated separately from submitting claims. Saving an account does not submit a claim. If bank changes are locked, check the enrollment, scholarship allotment, academic-year and further-claim conditions on page 3.

04 Submit a tuition-fee claim

Path: Sidebar > Claims > Submit Claims > Tuition Fees

Prepare the invoice for the period you are claiming. Submit a separate tuition claim for each semester or academic year, using the period basis applicable to your course and department instructions.

1. Set **Claim By** to **Semester** or **Academic Year**. Enter the semester number (1-12) or academic year number (1-8). Academic Year Number is a course-year number such as 1, not a calendar year such as 2026.

2. Select **Country / Currency** to match the invoice. If you select OTHER, complete **Specify Currency**. Check the selection each time; do not leave the default currency if it is incorrect.

3. Enter the tuition-fee **Amount** and attach the required **Fee Invoice / Receipt**. The amount must be greater than zero.

4. In **Tuition Fee Breakdown**, enter **Amount paid by student**, if any, and attach its receipt. Enter or check **Balance to be paid** and attach a **Balance receipt / pending invoice** if applicable. These breakdown fields and extra receipts are optional.

5. Check the balance. The form can calculate tuition fees minus the amount paid; if you enter a balance manually, verify it again after changing any amounts.

6. Review the period, currency, amounts and attachments. Click **Submit Claim** once and wait for confirmation.

7. Check the tuition history for the period, amount, status and submission date. Use **View** in the Invoice column to check the saved main document.

Example: one invoice, three amounts

Item	Illustrative value in the same selected currency
Tuition-fee Amount	10,000.00
Amount paid by student	2,000.00
Balance to be paid	8,000.00

The example explains the form only. The department determines approval and disbursement. A non-rejected tuition claim for the same period type and number blocks another submission for that period. Do not switch period types to claim the same expense twice.

05 Other claims and TAHDCO loan

Path: Sidebar > Claims > Submit Claims

Visa, Insurance and Flight Ticket

1. Open the card for **Visa**, **Insurance** or **Flight Ticket**. Each is a separate claim component.

2. Select **Country / Currency**, enter the actual **Amount**, and attach the relevant **Bill / Receipt**. If using OTHER, specify the country / currency.

3. Click **Submit Visa**, **Submit Insurance** or **Submit Flight Ticket**. After saving, the card shows the claimed amount, status and **View receipt**.

These components are presented as one-time submissions. Once a claim appears, its entry form is replaced by the saved details. If correction or resubmission is needed and no form is visible, contact the department with the claim type and application number.

Living Expenses

1. Select **Expense Type**: Rent, Food or Others. For Others, fill in **Specify Other**.

2. Enter a clear **Expense Period**, for example Aug 2026. Select the matching **Country / Currency** and enter the amount.

3. Attach the required **Bill / Receipt**, check the details and click **Submit**.

4. Check the living-expense history and use **View** to inspect the bill. Repeat for a new eligible expense when needed, checking the history to avoid duplicates.

Tahdco Loan

1. In the **Tahdco Loan** card, answer **Loan applied?** with Yes or No.

2. If Yes, record the **Loan amount** in rupees and indicate whether the **Amount disbursed?** is Yes or No. Add optional notes, such as a loan reference or disbursement date.

3. Click **Save Tahdco Loan**. Check the saved values and, where shown, the Applied / Disbursed indicator and last-updated time. Update this record when the loan situation changes.

> The Tahdco Loan card records your loan information. Saving it does not submit a scholarship expense claim or a loan application. Selecting No clears the recorded loan amount and disbursement flag when saved.

06 Track claims and resolve problems

Claim status	Meaning and next action
Pending	Submitted and awaiting department action. Check the history before trying again.
Approved	The department has approved the claim. Check later for disbursement; approval alone is not a payment confirmation.
Rejected	The claim was not accepted. Obtain the department's correction instructions before resubmitting.
Disbursed	Payment has been recorded by the department. Check your relevant payment records and contact the department for discrepancies.

Corrections after submission

The student claim history provides document viewing but no general Edit or Delete action. For mistakes in a pending, approved or disbursed claim, contact the department. A rejected tuition claim may be submitted again with corrected information through the tuition form. For a one-time claim whose form is no longer shown, request assistance. Avoid duplicate living-expense submissions.

What you see	What to do
Claims opens Enrollment Details	Your scholarship amount may not yet be allotted. Read the message and ask the department if needed.
Claims locked / enrollment update needed	Open Enrollment Details and verify all five rows contain a saved document.
Claims unavailable for your academic year	Read the department notification. Claim availability is controlled by the department.
Further claims closed	Your recorded sanction cycle may be completed. Ask the department if the status appears incorrect.
File or field validation error	Read the message, correct the field, and reselect files if necessary. Check file type and the 10 MB limit.
No confirmation / interrupted upload	Reopen the section and check whether the entry or file was saved before submitting again.

When requesting help: include your application number, academic year, section, claim type and period, exact error message and submission date if available. Use the programme's official support channel. Do not send passwords or OTPs.

07 Progress and course completion

Submit a semester progress report

Path: Sidebar > Progress Report

1. Select the correct **Semester** (1-12) under **Add or update a semester**.

2. Enter **Marks (%)** and **Attendance (%)**, each from 0 to 100, using the institution's records.

3. Attach both the **Semester Marksheet** and **Attendance Report**. Both files are required for a new semester report.

4. Add optional **Notes** if you need to explain an academic update (up to 1,000 characters).

5. Click **Save Semester Report**. Confirm the semester is listed under **Submitted Reports** and open its documents to check them.

Updating an existing semester: select that same semester and re-enter the correct marks and attendance. The same semester record is updated. Attach new files only if replacing existing ones; otherwise the saved files remain. Check the semester number carefully before saving.

Upload final course documents

Path: Sidebar > Course Completion

Document	Prepare when issued
Final Degree Certificate	Your final degree document.
Course Completion Certificate	The institution's confirmation that you completed the course.
Final / Consolidated Marksheet	Your final or consolidated academic results.

1. Choose the file for each available document. At least one file is needed to save; you can return later for the others.

2. Click **Save Documents** and wait for the success message.

3. Check **Uploaded** and **View**. To replace a document, choose **Re-upload**, select the new copy and save again.

Use PDF, JPG/JPEG or PNG files up to 10 MB each. Keep a copy of every submitted document for your own records.

08 Submit and download your NOC

Path: Sidebar > NOC

This section has two separate areas: your supporting-document submission and the certificate issued by the department. Follow the department's instructions on what supporting document is needed.

Submit your request / supporting document

1. Prepare the document requested by the department. If the request requires multiple pages, combine them into one PDF within 10 MB.

2. Under **Submit NOC Supporting Documents**, choose a file for **NOC Request / Supporting Document**. Accepted formats are PDF, JPG/JPEG and PNG.

3. Click **Submit Document**. Wait for the confirmation that the NOC request was uploaded.

4. Use **Current** to view the saved submission and verify the pages.

Replace a submission

1. Choose the corrected file in the same field.

2. Click **Replace Submission**. This replaces the current student submission; it does not add a second supporting-document slot.

3. Open **Current** again to check the replacement. Keep your own copy of earlier documents if needed.

View and save the issued certificate

1. Check the **Department-Issued NOC** panel. **Pending** or **Not issued yet** means the signed certificate is not available here yet.

2. When the panel shows **Issued**, check **Issued On** if a date is recorded.

3. Click **View Issued NOC** to open the signed document. Use your browser's download or save control to keep a copy.

4. Verify your details on the issued certificate. Contact the department if a correction is required.

> **Submitted is different from Issued.** Uploading your request does not automatically issue an NOC. The department reviews the submission and uploads the signed certificate. No processing deadline is displayed by this workflow.

09 Job status and your final checklist

Path: Sidebar > Job Status

Under **What are you doing now?**, choose the option that matches your current situation. Complete the fields that appear, add optional notes if helpful, and click **Save Job Status**.

Current situation	Information to enter
Joined a job	Company / Organisation, Designation, Country and Date Joined. The joining date cannot be in the future. Enter Salary Amount, Country / Currency and Pay Period (Per month or Per annum). Upload the company offer letter if one is not already saved.
Searching for a job	Select the job-search option. Add an optional update in Notes.
Higher studies	Enter the country and course name.
Other	Complete Please specify to describe your current situation.

If salary currency is OTHER, specify the country / currency. Salary must be zero or greater. Use the correct monthly or annual pay period. The company offer letter accepts PDF, JPG/JPEG or PNG up to 10 MB.

Return to update your record when your situation changes. Saving a status other than joined-job clears the employment and salary details from the current record, including its offer-letter reference. If you later report a joined job again, re-enter the details and upload the required letter.

Before you leave the portal

1. Check all five enrollment documents are saved and readable.

2. Verify the available institution and personal bank details and proof files.

3. Confirm each intended claim appears once, with the correct period, currency and amount.

4. Keep semester marksheets and attendance reports up to date.

5. Upload final course documents when issued and check the NOC panel when relevant.

6. Keep Job Status current. Save local copies of your documents and use **Logout** from the account menu after finishing.

Need help? Use the official support contact supplied by your scholarship programme and include your application number. Refer to page 7 for the details to provide when a claim or upload needs attention.