

•: Help the Blind •: Foundation

PIONEER IN UNIVERSITY EDUCATION FOR THE VISUALLY IMPAIRED

Step by Step Instructions for Filling up the online Application for HTBF Sponsorship

Make sure the following documents are ready with you.

- your photo, your Disability Certificate, Income Certificate and Marksheets for all the last semesters or Public or Board Examinations and Bank passbook.
- all documents should be saved individually in your computer. Document type should be PDF or JPG.
- Go to HTBF website <https://www.helptheblindfoundation.org/>
- Click on Apply for sponsorship.
- Sign in using your mail Id (continuation students if you have already signed in)
- New students- sign up clicking on the `` sign up `` found right below in the same screen. Enter the details and click. You will get a mail with link to create a password.
- You can also sign in using your Gmail.
- All fields marked as * in red are compulsory.

NEW STUDENTS - UG 1st year and PG 1st year (who didn't take scholarship for UG)

CONTINUATION STUDENTS - All students who had taken scholarship last year and PG 1st year students who took scholarship for UG.

FOR NEW STUDENTS

- Enter correct Aadhar number and DOB as per Aadhar- click on NEW- verify- Opening New Application.
- Add Student photo (click on the ↑ and attach photo)
- Choose place of stay as Hostel or Other (only Students staying in paid College hostel should choose Hostel. Free Hostels or Private hostels not under the control of the college are classified as Others only)
- Choose the correct name of the College from the drop down (In case College name is not found, please contact your volunteer /Chennai Office 7845740197)
- Enter Name in CAPITAL as per school mark sheet.
- Enter DOB in dd/mm/yyyy format.
- Enter V I in % as per certificate.
- Choose gender.
- Enter present address (Hostel address in case of hostel students). Choose State from drop down.
- Enter students' phone number.
- Enter Father/ Mother/ Guardian Name as the case may be
- Choose Father/ guardian`s occupation. If not found choose OTHER
- Enter Parents phone number.
- Enter annual family income amount (This should be the same as given in the Income Certificate)
- Enter amount of sponsorship received from any other person / organisation.
- Select UG/ PG from drop down.

- Select Subject name from drop down ((In case your subject name is not found, please contact your volunteer /Chennai Office, 7845740197)
- Choose current graduation year.
- Enter the marks in % in relevant columns.

ATTACHING DOCUMENTS

Add the documents one by one in the relevant fields. All documents shown are compulsory. Document type should be PDF or JPG

BANK ACCOUNT DETAILS

Choose Bank name from drop down. If name is not found contact your volunteer / Chennai Office

Enter name/ account number/ IFSC code as they appear in passbook.

FEE DETAILS

Enter College fee paid in tuition fee column and Hostel students must enter hostel fee as per receipt or Bonafide certificate in the Hostel fees field.

- Fill up the “students’ comments” if required
- If all the details are filled up and all documents are attached, check again, and submit the application. A five-digit number will be generated which is the application number for future reference.
- In case any of the details or document is not available save the application as DRAFT. You can edit and complete the same application within 5 days. If this is not completed and submitted within 5 days, it will disappear, and you will have to sign in and start the process all over again

CONTINUATION STUDENTS:

- Enter the Aadhar number and DOB as given last year.
- Choose **CONTINUATION** and click on verify. If there is any mismatch, system will prompt. Contact your volunteer / the Chennai office to get the DOB given last year.
- All details given in the previous year will appear in the screen.
- **In case there is any change in the College, Choose this year`s College name from the list.**
- Choose the UG/PG Name/ subject name and current year of study.
- Enter the marks and no of arrears if any.
- Attach all documents shown in the list.
- Enter Bank details.
- Enter tuition fee and Hostel fee (if needed)
- Submit or save the application as draft (will be available only for 5 days and, if not submitted within 5 days, will disappear and you will have to sign and start the procedure all over again