

# Foundation for Academic Excellence & Access (FAEA)

## Check List of documents for FAEA Scholarship for the year 2024-25

This check list is provided to you to ensure that you send all the documents required. Please tick the documents that you are sending back to FAEA as specified below. Send this check list along with the other documents. **Self certified certificates should be verified/Stamped by the Head of the Institution, where the applicant is studying.**

| S No. | Documents to be sent by you   |                          |
|-------|---|--------------------------|
| 01.   | Copy of grant letter signed by you ( <b>Compulsory only for New Scholars</b> ) ( <b>Issued after Final Selection</b> ).   | <input type="checkbox"/> |
| 02.   | Class X mark sheet attested by college/school Principal. ( <b>Compulsory only for New Scholars</b> )  | <input type="checkbox"/> |
| 03.   | Class XII mark sheet attested by your college/school Principal. ( <b>Compulsory only for New Scholars</b> )   | <input type="checkbox"/> |
| 04.   | Attested photocopy of your BPL Card/BPL Certificate/Ration Card/Household Card etc, preferably in English Language. ( <b>Compulsory only for New Scholars</b> )   | <input type="checkbox"/> |
| 05.   | Attested photocopy of Latest Income certificate, issued by the authorized Govt. Agency/department preferably in English Language. ( <b>Compulsory only for New Scholars</b> ) (Income certificate must be issued from the Competent District Revenue Authority not below the rank of Tahashildar. Translated copy of Income Certificate is required in case the issued certificate is not in Hindi or English).   | <input type="checkbox"/> |
| 06.   | Attested photocopy of Certificate of Caste, in case if you have declared SC/ST or OBCs in your application form, issued by the authorized Govt. Agency/department preferably in English Language. ( <b>Compulsory only for New Scholars</b> ) (Caste certificate to be furnished and must be issued from the Competent District Revenue Authorities not below the rank of Tahashildar. Translated copy of Caste Certificate is required in case the issued certificate is not in Hindi or English. Self certified certificates should be verified by the Head of the Institution, where the applicant is studying). Translated copy of Income Certificate is required in case the issued certificate is not in Hindi or English). | <input type="checkbox"/> |
| 07.   | Scholarship <u>Declaration</u> letter signed by the student and duly attested by your college Principal. (Mention Any Kind of Financial Help (with amount) you are getting from College/Government/any other agency). <b>To be submitted at the beginning of each academic year by all scholars.</b>  | <input type="checkbox"/> |
| 08.   | Scholarship <b>Recommendation Letter</b> signed by the student and duly attested by your college Principal. (Mention that you have been promoted to next class with good percentage, Performance) <b>To be submitted at the beginning of each academic year (Compulsory for old scholars) (New Scholars are required to submit attested marksheet of last known result)</b>   | <input type="checkbox"/> |
| 09.   | Certificate of expenditure (Fee And Hostel & Mess) issued by your college principal or A certificate of expenditure prepared by you and attested by the Principal (Ref. Format 1 and 2). In Case of Non Hostellers, Students are required to submit <b>Non Hosteller Certificate</b> issued by the College. ( <b>This certificate of expenditure should contain all expense payable in the session of 2024-25</b> ) <b>To be submitted at the beginning of each academic year.</b>  | <input type="checkbox"/> |
| 10.   | Permanent mailing address form filled in completely by you. ( <b>To be submitted by old scholars at the beginning of each academic year if there is any updation</b> )  | <input type="checkbox"/> |
| 11.   | Mailing address form filled in completely by you. ( <b>To be submitted by old scholars at the beginning of each academic year if there is any updation</b> )  | <input type="checkbox"/> |
| 12.   | College details form filled in completely by you. ( <b>To be submitted by old scholars at the beginning of each academic year if there is any updation</b> )  | <input type="checkbox"/> |

|     |  |                          |
|-----|--|--------------------------|
| 13. | Course details form filled in completely by you. <b>(To be submitted by old scholars at the beginning of each academic year if there is any updation)</b>  | <input type="checkbox"/> |
| 14  | 2 passport size photographs. (Please write your <u>Confirmation Code</u> and <u>Name</u> at the back of the photo) <b>(Compulsory only for New Scholars)</b>   | <input type="checkbox"/> |
| 15. | Bank details form filled in completely by you. <b>(To be submitted by scholars at the beginning of each academic year if there is any updation) (If it is a minor account please convert it into major account for receiving scholarship amount)</b> | <input type="checkbox"/> |
| 16. | Send Scanned Copy of your Photograph With Confirmation Code and Name on <a href="mailto:inquiry@faeaindia.org">inquiry@faeaindia.org</a> <b>(Only for New Scholars and those who have not uploaded/sent their photographs).</b>                      | <input type="checkbox"/> |
| 17. | Self attested copy of Aadhar Card/College Id Proof/Voter Id/any photo Id Proof <b>(Only for New Scholars and those who have not submitted earlier). Submission of Aadhar Card is compulsory for all applicants</b>                                   | <input type="checkbox"/> |

# FORMAT 1 (FAEA SCHOLARSHIPS)

(Fee certificate – Issued by College)

Date \_\_\_\_\_

To,  
FAEA  
C-25, Qutab Institutional Area  
New Delhi – 110 016

**Sub: Fee certificate for the academic year 2024-25.**

Dear Sir,

This is to certify that (Student's Name in capital letters) \_\_\_\_\_ (FAEA Confirmation code) \_\_\_\_\_, is a student of this college studying in (1/2/3/4/5) \_\_\_\_\_ year, semester \_\_\_\_\_, Course \_\_\_\_\_ in the academic session 2024-25. The College is affiliated to \_\_\_\_\_ University. The fees payable for the academic year 2024-25 is as follows (**Attach attested annual Annual Fee Certificate/ Fee Certificate issued by college for academic session 2024-25**) (College Authority is requested to issue Annual Fee Certificate/ Expenditure Certificate to be paid by student for the academic session (2024-25) for the purpose of scholarship. (Both the certificates should match):

|                                     | Fee Already Paid to the Institution for the Academic Year 2024-25 | Fee Payable for the academic year 2024-25 (Unpaid Amount) |
|-------------------------------------|---|---|
| Tuition Fees- Rs.                   |   |   |
| Exam Fees- Rs.                      |   |   |
| Caution deposit (Refundable)- Rs.   |   |   |
| Other charges (Please specify)- Rs. |   |   |
| Etc (Please specify) – Rs.          |   |   |
| <b>Total Fee/Amount- Rs.</b>        |   |   |

The draft has to be drawn in favor of \_\_\_\_\_ (**Name of the student or Principal**).

**If student has already paid the fee and FAEA need to transfer scholarship amount to student account the students are required to attach attested Xerox/photocopies of the receipts with Fee Certificate otherwise grant will be sent to the College directly.**

Thanking you,

Sincerely yours,

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by \_\_\_\_\_ (**Name and Designation of the Signatory is mandatory**))

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

**FORMAT 2 (FAEA SCHOLARSHIPS)**  
**(Hostel, Mess Certificate – Issued by College)**

Date \_\_\_\_\_

To,  
FAEA  
C-25 Qutab Institutional Area  
New Delhi – 110 016

**Sub: Hostel and Mess Fee certificate for the academic year 2024-25.**

Dear Sir,

This is to certify that (Student's Name in capital letters) \_\_\_\_\_ (FAEA Confirmation code) \_\_\_\_\_, is a student of this college studying in (1/2/3/4) \_\_\_\_\_ year, semester \_\_\_\_\_, (course) \_\_\_\_\_ in the academic session 2024-25. The College is affiliated to \_\_\_\_\_ University. He/ She is a resident of the college hostel from (date) \_\_\_\_\_ and the Hostel & Mess charges payable for the academic year 2024-25 is as follows: **(Attach attested Annual Expenditure/Hostel and Mess Certificate issued by college for the academic session 2024-25)** (College Authority is requested to issue (Attach attested Annual Expenditure/Hostel and Mess Certificate issued by college) to be paid by student for the academic session (2024-25) for the purpose of scholarship. (Both the certificates should match):

|                                      | Fee Already Paid to the Institution for the Academic Year 2024-25 | Fee Payable for the academic year 2024-25 (Unpaid Amount) |
|--------------------------------------|---|---|
| Hostel Charges - Rs.                 |   |   |
| Mess Charges- Rs.                    |   |   |
| Caution deposit (Refundable)-        |   |   |
| Other charges (Please specify) - Rs. |   |   |
| Etc (Please specify) - Rs.           |   |   |
| Total Fee/Amount -Rs.                |   |   |

The draft has to be drawn in favor of \_\_\_\_\_ (Name of the student or Principal).

**If student has already paid the fee you are required to attach attested photocopies of the receipts otherwise grant will be sent to the College directly.**

Thanking you,

Sincerely yours,

(Attested only) **(If student is availing Private hostel/ mess/ room facility or not staying in Hostel, please do not attest and mention not applicable. These students are required to submit Format No. 3 Certificate for Non Hostellers).**

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by \_\_\_\_\_ (Name and Designation of the Signatory is mandatory)

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

**FORMAT 3 (FAEA SCHOLARSHIPS)**  
**(Certificate for Non Hostellers – Issued by College)**

**(This certificate is also valid for students who are availing Private hostel /PG/Rented Home)**

Date \_\_\_\_\_

To,  
FAEA  
C-25 Qutab Institutional Area  
New Delhi – 110 016

**Sub: Certificate Non Hostellers for the academic year 2024-25.**

Dear Sir,

This is to certify that (Name) \_\_\_\_\_ (FAEA Confirmation code) \_\_\_\_\_, is a student of this college studying in (1/2/3/4) \_\_\_\_\_ year, semester \_\_\_\_\_, (course) \_\_\_\_\_ in the academic session 2024-25. He/ She is a Non Hosteller and not availing Hostel and Mess Facility from college for the academic year 2024-25.

Thanking you,

Sincerely yours,

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by \_\_\_\_\_ **(Name and Designation of the Signatory is mandatory)**)

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

Student's Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

**FORMAT 4 (FAEA SCHOLARSHIPS)**

**(Scholarship declaration – To be submitted at the beginning of each academic year)**

Date \_\_\_\_\_

To,  
Foundation for Academic Excellence & Access (FAEA)  
C-25 Qutab Institutional Area  
New Delhi –110016.

**Sub: Scholarship Declaration for the academic year 2024-25.**

Dear Sir/Madam,

I hereby declare that I am **not receiving any other scholarship** in the academic year 2024-25. In this academic year 2024-25 I shall be pursuing (Course Year (I) (II) (III) (IV) (V) \_\_\_\_\_, Semester \_\_\_\_\_ my course \_\_\_\_\_.

**I understand that if I give a false declaration my FAEA scholarship will be cancelled.**

Thanking you,  
Sincerely yours,

Name \_\_\_\_\_ Sign of the Student- \_\_\_\_\_  
Confirmation Code – \_\_\_\_\_ Phone No \_\_\_\_\_  
(Course \_\_\_\_\_ / Year \_\_\_\_\_ / Semester \_\_\_\_\_ / Roll-No \_\_\_\_\_ / Admission No \_\_\_\_\_)

**If you are getting any Scholarship/ Fee Waiver /Exemption/ Concession/ Financial Help, you are required to give complete Details of the same with total amount you have received or will receive in current session for necessary deductions. Attach an attested certificate of scholarship details (if any). (Add extra pages if required**

\_\_\_\_\_

\_\_\_\_\_

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by \_\_\_\_\_ (Name and Designation of the Signatory is **mandatory**)

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

**This certificate is valid for one year from the date of issue.**

**Instructions:** FAEA scholars cannot avail two scholarships at the same time. They will have to choose either FAEA scholarship or the one that they are already getting. If they wish to avail FAEA scholarship, they will have to discontinue the existing scholarship. They can send us a letter stating that they have discontinued the scholarship and get it attested by their college Principal.

However, they can avail of SC/ST/OBC/Women waiver/exemption given by the Central/State Government. In case they are enjoying this benefit they must inform FAEA about the same so that the amount of scholarship given by FAEA may be adjusted accordingly.

Kindly note that non-disclosure or non-discontinuation of existing scholarship may lead to the cancellation of FAEA scholarship. **FAEA scholars are required to submit a fresh declaration at the beginning of each academic year.**

**FORMAT 5 (FAEA SCHOLARSHIPS)**

**(Recommendation Letter - To be submitted at the beginning of each academic year) (To be filled only by old scholars)**

Date \_\_\_\_\_

(This document should be accompanied with an attested copy of the latest mark sheet, please Calculate your percentage on your mark sheet.)

To,  
FAEA  
C-25 Qutab Institutional Area  
New Delhi – 110 016

**Sub: Recommendation Letter for the academic year 2024-25.**

Dear Sir,

This is to certify that (Name) \_\_\_\_\_, (FAEA Confirmation Code) \_\_\_\_\_, has been promoted to (Mention course Year (I) (II) (III) (IV) (V) year) \_\_\_\_\_ Year, (Course name) \_\_\_\_\_ She/he has secured \_\_\_\_\_% or \_\_\_\_\_ CGPA/SGPA/OGPA in semester \_\_\_\_\_, Year \_\_\_\_\_ and his/her Performance is found satisfactory in academic year \_\_\_\_\_. The scholarship may be continued for the academic session 2024-25.

With warm regards,

Signature of the Principal/Dean/Authorized Signatory

Official seal/rubber stamp

(Attested by \_\_\_\_\_ (Name and Designation of the Signatory is mandatory)

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

Students Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

**Note: 1. Students are requested to submit attested mark sheet/grade card for last semester/ year/ exam attended along with recommendation letter. Without submission of attested/certified Marksheet/Result scholarship will not be released.**

2. If the student has not performed well or secured less than 60% or could not clear all papers and promoted to next year he/she is required to submit explanation regarding the same with recommendation letter on the basis of internal performance (Attach extra sheet if required).

3. If there is any medical reason students have to attach attested medical certificates and recommendation from the College/Institute. (Mandatory)

4. And renewal of scholarship will totally depend on FAEA's approval. **FAEA scholars are required to submit a fresh recommendation letter at the beginning of each academic year.**

**FORMAT 6 (FAEA SCHOLARSHIPS)**

**Foundation for Academic Excellence & Access (FAEA)**

**Permanent address**

|     |   |   |
|-----|---|---|
| 01. | Confirmation code   |   |
| 02. | Title (Mr./Ms./Mrs.)  |   |
| 03. | First Name  |   |
| 04. | Middle Name   |   |
| 05. | Last Name   |   |
| 06. | Date of Birth (DD/MM/YY)  |   |
| 07. | a) Father/Husband Name  |   |
|     | b) Father's Occupation  |   |
| 08. | Permanent Address for communication with pin Code   |   |
| 09. | City  |   |
| 10. | Pin code  |   |
| 11. | State   |   |
| 12. | Phone 1 (with STD code)   |   |
| 13. | Phone 2 (with STD code)   |   |
| 14. | Phone pp (with STD code) If you don't have a telephone please give number of relative/friend/neighbor |   |
| 15. | Write the relationship and the name of the person whose number you have given in Phone_pp (no. 13)    |   |
| 16. | Fax   |   |
| 17. | Email 1*  |   |
| 18. | Email 2   |   |
| 19. | Please tick the preferred mailing service through which you will like to receive your letters/mails.  | <input type="checkbox"/> Speed post <input type="checkbox"/> Registered Post <input type="checkbox"/> DTDC<br><input type="checkbox"/> Blue Dart <input type="checkbox"/> Any other _____ |

\*Please open an Email account in case you do not have for quick communication.

Student's Signature: \_\_\_\_\_



**FORMAT 7 (FAEA SCHOLARSHIPS)**  
**Foundation for Academic Excellence & Access (FAEA)**

**FAEA shall send letters & mails to you at the mailing address during your scholarship tenure.** In case you are staying in a hostel, you may give that address as mailing address. In case your mailing address is same as permanent address, please write “same as Permanent address” and leave the rest of the columns blank.

|     |   |   |
|-----|---|---|
| 01. | Confirmation code   |   |
| 02. | Title (Mr./Ms./Mrs.)  |   |
| 03. | First Name  |   |
| 04. | Middle Name   |   |
| 05. | Last Name   |   |
| 06. | Date of Birth (DD/MM/YY)  |   |
| 07. | a) Father/Husband Name  |   |
|     | b) Father's Occupation  |   |
| 07. | Mailing Address for communication with pin Code   |   |
| 08. | City  |   |
| 09. | Pin code  |   |
| 10. | a) District   |   |
|     | b) State  |   |
| 11. | Phone 1 (with STD code)   |   |
| 12. | Phone 2 (with STD code)   |   |
| 13. | Email 1*  |   |
| 14. | Email 2   |   |
| 15. | Phone_pp (with STD code) If you don't have a telephone give number of relative/friend/neighbor/hostel   |   |
| 16. | Write the relationship and the name of the person whose number you have given in Phone_pp (no 13). You can write hostel if it is a hostel number. |   |
| 17. | Fax   |   |
| 18. | Please tick the preferred mailing service through which you will like to receive your letters/mails.  | <input type="checkbox"/> Speed post <input type="checkbox"/> Registered Post <input type="checkbox"/> DTDC<br><input type="checkbox"/> Blue Dart <input type="checkbox"/> Any other _____ |

\*Please open an Email account in case you do not have for quick communication and update with FAEA if there is any change in email ID/Phone numbers.

Student's Signature: \_\_\_\_\_

**FORMAT 8 (FAEA SCHOLARSHIPS)**  
**Foundation for Academic Excellence & Access (FAEA)**  
College Address

|     |   |  |
|-----|---|--|
| 01. | Confirmation Code   |  |
| 02. | Name of the Principal/Head of the Institution   |  |
| 03. | Designation e.g. Principal, Dean etc.   |  |
| 04. | Name of the College/Institution   |  |
| 05. | College Affiliated to   |  |
| 06. | Address of the College/Institute  |  |
| 07. | City  |  |
| 08. | Pin code  |  |
| 09. | a) District   |  |
|     | b) State  |  |
| 10. | College Phone 1 (with STD code)   |  |
| 11. | College Phone 2 (with STD code)   |  |
| 12. | College Phone 3 (with STD code)   |  |
| 13. | College Fax (with STD Code)   |  |
| 14. | Principal's Direct Fax (with STD Code)  |  |
| 15. | Email 1 (college)   |  |
| 16. | Email 2 (college)   |  |
| 17. | Principal's Email Address   |  |
| 14. | Principal's residence phone number 1  |  |
| 15. | Principal's residence phone number 2  |  |
| 16. | Principal's Residence Email Address   |  |
| 17. | <b>Principal's/ Dean/Authorized Signatory Signature and stamp</b><br>(Name and Designation of the Signatory is mandatory) |  |

Student's Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

**FORMAT 9 (FAEA SCHOLARSHIPS)**  
**Foundation for Academic Excellence & Access (FAEA)**

**Course Details**

|     |  |   |
|-----|--|---|
| 01. | Confirmation Code  |   |
| 02. | Course Name  |   |
| 03. | Subjects   |   |
| 04. | Course Duration<br>(Tick whichever is applicable)                                  | <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> 4 years<br><br><input type="checkbox"/> 4 ½ years <input type="checkbox"/> 5 years |
| 05. | Type of Academic System being followed by the institute<br>(Annual/Semester type)  | <input type="checkbox"/> Annual <input type="checkbox"/> Semester   |
| 05. | Please specify the month and year in which your course started?                    |   |
| 06. | Please specify the month and year in which your course shall come to an end?       |   |
| 07. | Please specify the number of semesters in the 1 <sup>st</sup> year of your course? |   |
| 08. | Please specify the number of semesters in the 2 <sup>nd</sup> year of your course? |   |
| 09. | Please specify the number of semesters in the 3 <sup>rd</sup> year of your course? |   |
| 10. | Please specify the number of semesters in the 4 <sup>th</sup> year of your course? |   |
| 11. | Please specify the number of semesters in the 5 <sup>th</sup> year of your course? |   |
| 12. | Have you started your course already?  | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| 13. | If yes, please tell us the month and year when your course started?                |   |
| 14. | Please tell us which year and semester you are currently studying in?              |   |
| 15. | When will your current semester end? Please specify Month and Year                 |   |

Student's Signature: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

Students are required to attach their Photo ID Card of College with this document.

## FORMAT 10 (FAEA SCHOLARSHIPS)

### Foundation for Academic Excellence & Access (FAEA)

#### Bank Details

|     |   |  |
|-----|---|--|
| 01. | Confirmation Code   |  |
| 02. | Your Name (As it appears on the Bank Pass Book)   |  |
| 03. | Your Account Number in the bank   |  |
| 04. | Name of the Bank  |  |
| 05. | Bank IFSC Code  |  |
| 06. | MICR Code (9 Digits)  |  |
| 07. | Address   |  |
| 08. | City  |  |
| 09. | Pin code  |  |
| 10. | State   |  |
| 11. | Bank's Fax Number   |  |
| 12. | Please enclose one cancelled cheque Leaf along with this sheet.<br>( In case it is not available please send Xerox copy of first page of your Passbook for IFSC Code) |  |

#### Instructions:

1. Bank IFSC Code – This code is required for our bank to make the demand draft. You can ask your bank to tell you the Bank IFSC Code.
2. Please enclose a cancelled cheque leaf along with this sheet.

Student's Signature: \_\_\_\_\_

Student's recent Phone no and email address: \_\_\_\_\_

## **FORMAT 11 (FAEA SCHOLARSHIPS)**

### **Declaration by Applicant:**

I declare that the information furnished by me in the application/formats is correct to the best of my knowledge and belief. In support, I enclose the documents as required. In the event of any information being found false or incorrect, my candidature/ application may be cancelled/ terminated without any notice.

**Date:**

**Place:**

**(Signature of the Applicant)**

**Name of the Applicant**