

# Muman Welfare Foundation

Empowering through Education and Employment

## **Common Document Required for Most of the Scholarship Schemes**

- 1) Application Form for the respective scheme.
- 2) Aadhaar Card.
- 3) Ration Card.
- 4) Domicile Certificate.
- 5) Income Certificate. (Proof of Family income certificate from Taluka's Tahsildar office/Collector office)
- 6) SSC Marksheet.
- 7) 11th Marksheet.
- 8) HSC Marksheet.
- 9) School or College Leaving Certificate.
- 10) CAP Allotment Letter from DTE or Proof of admission to a particular course from the admission authority.
- 11) College Fee Receipt.
- 12) College I.D.
- 13) Aadhaar and PAN linked Bank Account in Centralized or State recognized banks. (In the name of the beneficiary and if the beneficiary is minor than a joint account with one of the parents or the guardian is a must.)
- 14) For Renewal Scholarship Marksheet of previous semesters.
- 15) Additional Proofs if required.
- 16) OBC Caste Certificate. **(Required Only for OBC scholarships)**
- 17) OBC Validity Certificate. **(Required Only for OBC scholarships)**
- 18) Non Creamy Layer (NCL) Certificate. **(Required Only for OBC scholarships)**

### **Note:**

1. Check the documents required from the Government Websites (For Maharashtra Mahadbt.com) from which you are availing the scholarship benefit.
2. Please ensure the Documents are at hand while applying for the scholarships.
3. All the documents should follow the same name format as there in the Birth Certificate. (First Name-Middle Name-Surname) or whichever is specified for a particular document.
4. Contact details for the purpose of admissions should be fixed. Like Mobile No. which is active, Email id exclusively created for education purposes.
5. All documents should be available in softcopy format in a dual drive or on the email id made for education purposes.
6. Keep Multiple photocopies and softcopies of all the documents including any application form like: College application, Income certificate application, etc.
7. It takes about 15 days for obtaining a Domicile certificate. It is suggested to apply offline via the Tehsildar office to get a speedy service.
8. OBC/Caste Certificate should clearly mention the caste: Momin.
9. It is advised that the parents file for an income return (income tax return, ITR form) which will help in preparing the income certificate easily. Or else in absence of an ITR form the parents will have to go to the Nagar Sevaks Office to avail a UTPAN PRAMANPATRA (Income letter) and submit it in the application for obtaining the income certificate.