

User Manual and FAQs

Sign-up:

Step 1: Create an Account on Pak Afghan Scholarship Portal by visiting pakafghan.hec.gov.pk

- Register an account with your First Name, Last name, Tazkira Number and email address.
- Tazkira should be in digits e.g., **4210181729227**
- Password should be alpha numeric and at least 8 characters including special characters e.g., **Testing@123**
- Correspondence email should be a valid email that you're using as it will be used to reach out to you in subsequent stages.



Create your Account

First Name *	Last Name *
Testing	Account
Tazkira *	correspondence_email *
4210181729227	testingid@gmail.com
<small>Kindly add your Tazkira Number. Digits only.</small>	<small>username@provider.com</small>
Password *	Confirm Password *
*****	*****
Signup	Back

User Manual and FAQs

Step 2: After sign-up, verification code has been sent to your email, copy it from your email and paste it here.



Verify your Email

To make sure this email is yours, HEC will send you a 5-digit verification code

Email Verification Code Sent

✉ testingid@gmail.com

Enter Email Verification Code *

42242

20 Seconds

Verify

Back

Step 3: After entering correct verification code, Your account has been successfully registered. Please use your registered Tazkira to login.



Sign in

Enter your details below

Your account has been successfully registered. Please use your registered Tazkira to login

Download or View Result Card [Click Here](#)

Tazkira *

Kindly add your Tazkira Number. Digits only.

Password *

[Forgot your password?](#)

Sign In

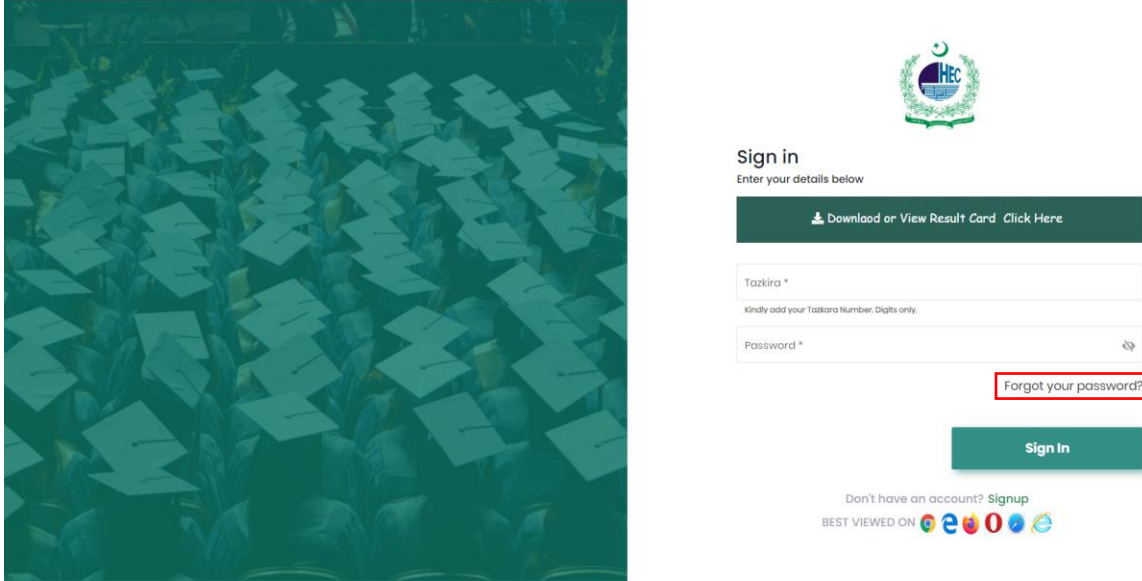
Don't have an account? [Signup](#)

BEST VIEWED ON

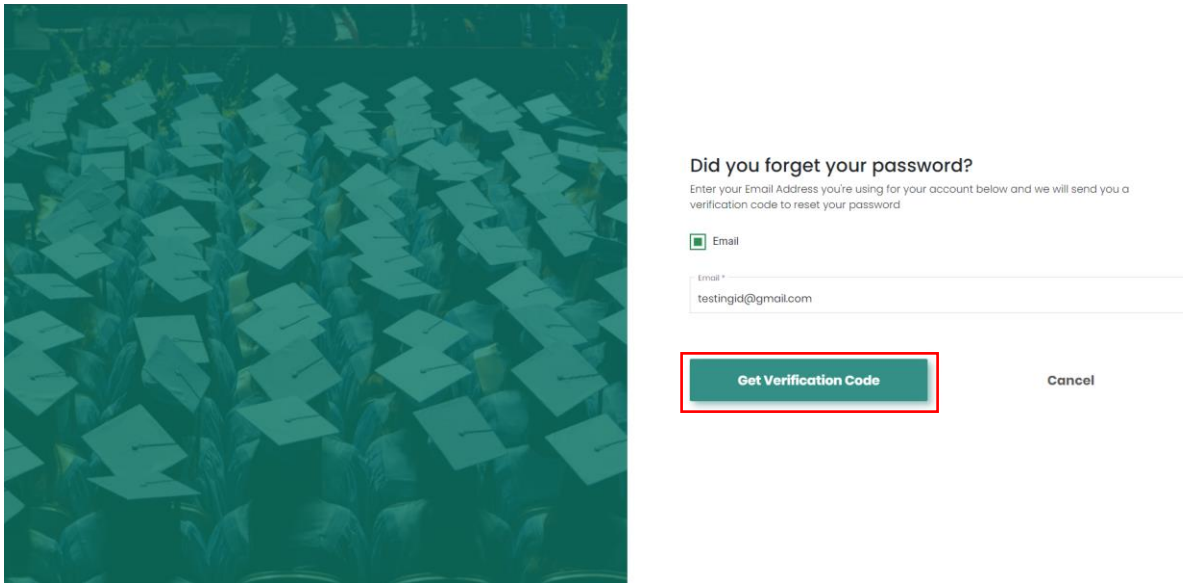
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Forget Password:

Step 1: If you lost your password click on forgot password.



Step 2: Enter your Email and click on Get Verification Code.



Step 3: Code will be sent you on email, copy from there and paste on Verification Code Field, then enter the new password you want to reset and click on Update Password.

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Did you forget your password?

Enter your Email Address you're using for your account below and we will send you a verification code to reset your password

Verification Code is sent on email



Verification Code *
29283

New Password *

Confirm New Password *

39 Seconds

Update Password

Cancel

Sign-in:

After successful sign-up:

- Enter the Tazkira Number with which you have registered.
- Enter the password that you have entered on registration page.



Sign in

Enter your details below

[Download or View Result Card](#) [Click Here](#)

Tazkira *
4210181729227

Kindly add your Tazkira Number. Digits only.

Password *

[Forgot your password?](#)

Sign In

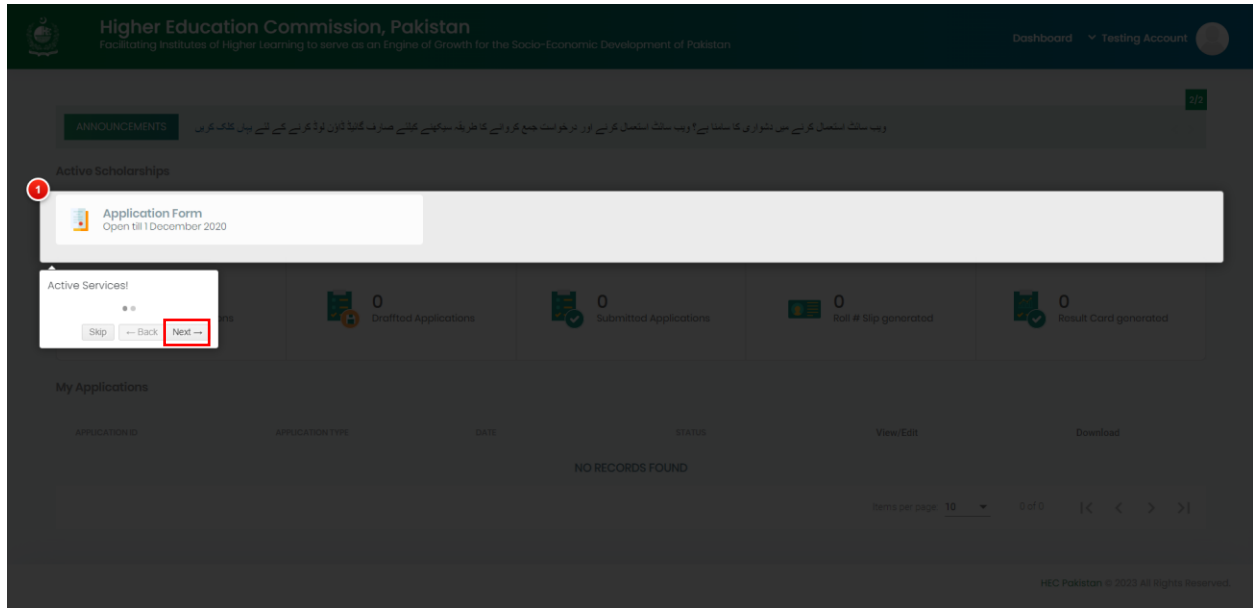
Don't have an account? [Signup](#)

BEST VIEWED ON

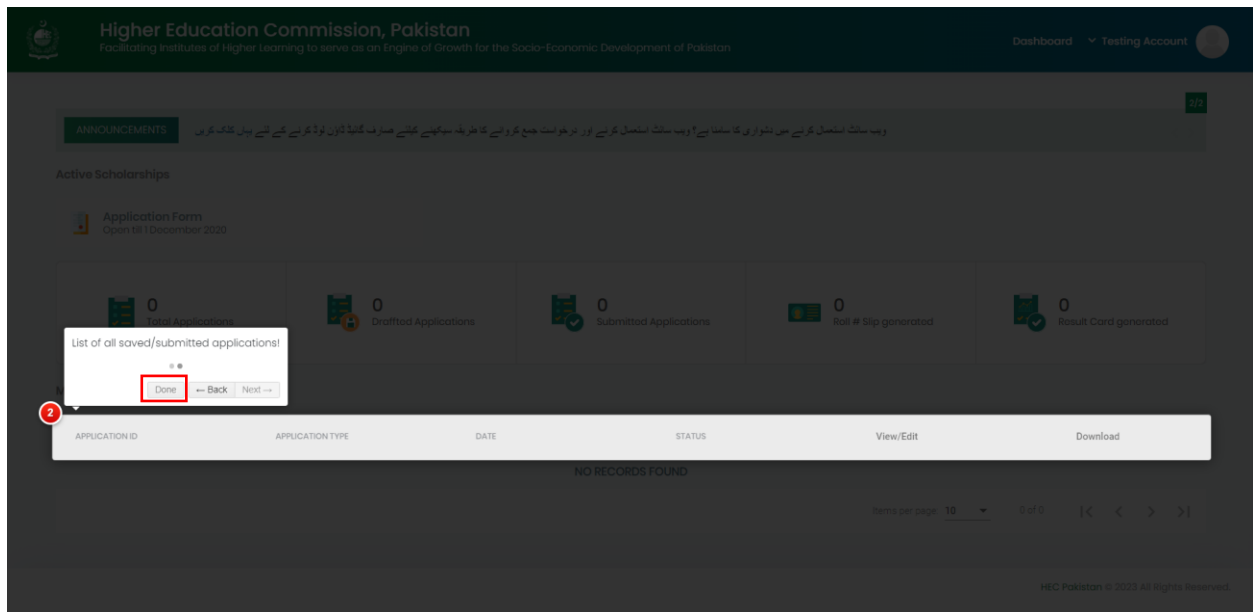
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Afghan Students Scholarship Program

When you successfully sign-in, the dashboard will provide an indicator that the application form is active, click on next button to proceed.



Second hint is to check all saved and submitted applications, Click on Done button to proceed with the dashboard.



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Dashboard:

To access the application form, Click on **“Application Form”** button.

The screenshot displays the dashboard of the Higher Education Commission, Pakistan. The header includes the HEC logo, the text "Higher Education Commission, Pakistan" with the tagline "Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan", and navigation links for "Dashboard" and "Testing Account".

An announcement banner at the top states: "ويب سائٹ استعمال کرنے میں دشواری کا سامنا ہے؟ ويب سائٹ استعمال کرنے اور درخواست جمع کروانے کا طريقہ سمجھنے کے لیے صرف گائیڈ ٹاؤن نوڈ پر گئے لیے اپیل تکلف کریں" (Facing difficulty using the website? For the way to use the website and submit the application, please go to the node town guide only for the application).

Under the "Active Scholarships" section, the "Application Form" button is highlighted with a red box. It indicates "Open till 1 December 2020".

Below this, five summary cards show application statistics:

- Total Applications: 0
- Drafted Applications: 0
- Submitted Applications: 0
- Roll # Slip generated: 0
- Result Card generated: 0

The "My Applications" section features a table with columns: APPLICATION ID, APPLICATION TYPE, DATE, STATUS, View/Edit, and Download. The table is currently empty, displaying "NO RECORDS FOUND".

At the bottom right of the table area, it shows "Items per page: 10" and "0 of 0" with navigation arrows.

User Manual and FAQs

Application Form:

○ Personal Information Tab:

- Enter the **Personal valid WhatsApp number**, because we use WhatsApp to contact you throughout application process.
- Enter all mandatory fields including **Father Tazkira** of 13 digits.
- You can change or browse your **Picture**.
- Make sure to enter correct data including First Name, Last Name, Biographical and Postal Address Information.


Higher Education Commission, Pakistan
Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan

Dashboard Testing Account

Application Form

1 Personal Information 2 Application Form 3 Upload Documents

Note: We use WhatsApp to contact you throughout application process, please make sure that you enter valid WhatsApp number.



First Name *
Testing

Family Name *
Name

Last Name *
Account

Personal Mobile/WhatsApp*
(033) (527)-30908

Applicant Tazkira
4210181729227

Passport(if any)

Email: testingjd@gmail.com

Biographical Informations

Date of Birth
4/11/1998

Ethnicity*
Arab

Gender*
Male

Father's Information

Father Name *
Testing Name

Father Tazkira*
4210171502

Father Passport(if any)

Postal Address Information

Current Address*
Test current address

Permanent Address*
Test permanent address

Province*
Bamyan

Current City *
Test City

Permanent City *
Test City

Save & close Next


- Click on **“Save and Close”** button, you will redirect to the dashboard where you can see your saved application.
- Click on **“Next”** button, you will proceed to the next tab of **“Application Form”**.


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○ Application Form Tab:

✓ **For Bachelors Scholarship Applicant:**

- It is mandatory to fill the below details.
- Click on **“Edit”** button to fill Intermediate details, and then click on **“Save Education”** button to save the details.

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Dashboard ▾ Testing Account 

Application Form

1 Personal Information 2 Application Form 3 Upload Documents

Scholarship Application


Scholarship Applied For: **Bachelors** Preferable Test Centre: **Kabul** Any Other Sibling Availed Scholarship: **No**

Choose Subjects

Subject Priority 1*: **Agricultural Extension** Subject Priority 2*: **Agriculture Agronomy** Subject Priority 3*: **Agriculture Chemistry**
Subject Priority 4*: **Agriculture Mechanization**

Education Information

Note: *Indicates that respective education is required.

Education Level	Country	Board / University	Program / Degree Name	Actions
Intermediate/Shahadatnama/O-A Levels (12 year Education) *				

Previous Cancel **Next**

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Education Form

Education Level: **Intermediate/Shahadatnama/O-A Levels (12 year Education)** Country: **Pakistan** Board / University: **Test University**

City: **Kalabagh** Program / Degree Name: **Test Degreeen** Passing Year: **2012**

Total Marks: **4000** Marks Obtained: **3000** Obtained Percentage: **98.87**

Cancel

Save Education

User Manual and FAQs

✓ For Masters Scholarship Applicant:

- It is mandatory to fill the below details.
- Click on **“Edit”** button to fill Intermediate details, 14 years of Education, and Bachelors’ Degree.

Application Form

1 Personal Information 2 Application Form 3 Upload Documents

Scholarship Application

Scholarship Applied For: Masters
Preferable Test Centre: Kabul
Any Other Sibling Availed Scholarship: No

Choose Subjects

Subject Priority 1*: Agriculture Agronomy
Subject Priority 2*: Agriculture
Subject Priority 3*: Agriculture Mechanization
Subject Priority 4*: Agriculture Education

Education Information

Note: *Indicates that respective education is required.

Education Level	Country	Board / University	Program / Degree Name	Actions
Intermediate/Shahadatnama/O-A Levels (12 year Education) *				
14 Years Of Education				
Bachelors Degree (14/15/16 Years Of Education) *				

Previous Cancel Next

User Manual and FAQs

- **Intermediate Details:**

After filling mandatory fields, click on **“Save Education”** button to save the details.

Education Form

Education Level Intermediate/Shahadatnama/O-A Levels (12 year Education)	Country * Pakistan	Board / University * Test University
City * Kalabagh	Program / Degree Name * Test Degree	Passing Year * 2014
Total Marks * 1000	Marks Obtained * 800	Obtained Percentage 76

Cancel **Save Education**

- **14 Years of Education:**

After filling mandatory fields, click on **“Save Education”** button to save the details.

Education Form

Education Level 14 Years Of Education	Country * Pakistan	Board / University * Test University
City * Ahmadpur East	Program / Degree Name * Test Degree	Passing Year * 2016
Total Marks * 1000	Marks Obtained * 900	Obtained Percentage 27

Cancel **Save Education**

- **Bachelor's Degree:**

After filling mandatory fields, click on **“Save Education”** button to save the details.

Education Form

Education Level Bachelors Degree (14/15/16 Years Of Education)	Country * Pakistan	Board / University * Test University
City * Ahmed Nager Chatha	Program / Degree Name * Test Degree	Passing Year * 2016
Total Marks * 1000	Marks Obtained * 900	Obtained Percentage 87

Cancel **Save Education**

User Manual and FAQs

✓ **For PHD Applicant:**

- It is mandatory to fill the below details.
- Click on **“Edit”** button to fill Intermediate details, 14 years of Education, Bachelors’ Degree, and Master’s Degree.

Application Form

1 Personal Information 2 Application Form 3 Upload Documents

Scholarship Application

Scholarship Applied For: PHD
Preferable Test Centre: Kabul
Any Other Sibling Awailed Scholarship: No

Choose Subjects

Subject Priority 1*: Agriculture Chemistry
Subject Priority 2*: Agriculture
Subject Priority 3*: Agriculture Agronomy
Subject Priority 4*: Agronomy

Education Information

Note: *Indicates that respective education is required.

Education Level	Country	Board / University	Program / Degree Name	Actions
Intermediate/Shahadatnama/O-A Levels (12 year Education) *				
14 Years Of Education				
Bachelors Degree (4/5/6 Years Of Education) *				
Masters/Mphil. Degree (3 Years Of Education) *				

Previous Cancel Next

User Manual and FAQs

- **Intermediate Details:**

After filling mandatory fields, click on **“Save Education”** button to save the details.

Education Form

Education Level Intermediate/Shahadatnama/O-A Levels (12 year Education)	Country * Pakistan	Board / University * Test University
City * Kalabagh	Program / Degree Name * Test Degree	Passing Year * 2014
Total Marks * 1000	Marks Obtained * 800	Obtained Percentage 76

Cancel **Save Education**

- **14 Years of Education:**

After filling mandatory fields, click on **“Save Education”** button to save the details.

Education Form

Education Level 14 Years Of Education	Country * Pakistan	Board / University * Test University
City * Ahmadpur East	Program / Degree Name * Test Degree	Passing Year * 2016
Total Marks * 1000	Marks Obtained * 900	Obtained Percentage 27

Cancel **Save Education**

- **Bachelor's Degree:**

After filling mandatory fields, click on **“Save Education”** button to save the details.

Education Form

Education Level Bachelors Degree (14/15/16 Years Of Education)	Country * Pakistan	Board / University * Test University
City * Ahmed Nager Chatha	Program / Degree Name * Test Degree	Passing Year * 2016
Total Marks * 1000	Marks Obtained * 900	Obtained Percentage 87

Cancel **Save Education**

User Manual and FAQs

Master's Degree:


After filling mandatory fields, click on **“Save Education”** button to save the details.


Education Form

Education Level Masters/Mphil. Degree (18 Years Of Education)	Country * Pakistan	Board / University * Test Degree
City * Akora Khattak	Program / Degree Name * Test Program	Passing Year * 2022
Total Marks * 1000	Marks Obtained * 900	Obtained Percentage 89.98

[Cancel](#) [Save Education](#)

After filling all mandatory fields and data, the final screen will look like this.

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[Dashboard](#) [Testing Account](#) 

Application Form

1 Personal Information 2 **Application Form** 3 Upload Documents

Scholarship Application





Scholarship Applied For PHD	Preferable Test Centre Kabul	Any Other Sibling Availed Scholarship Yes
--------------------------------	---------------------------------	--

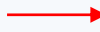
Choose Subjects

Subject Priority 1 * Agricultural Economics	Subject Priority 2 * Agriculture Agronomy	Subject Priority 3 * Agriculture Education
Subject Priority 4 * Agriculture Mechanization		

Education Information

Note: *Indicates that respective education is required.

Education Level	Country	Board / University	Program / Degree Name	Actions
Intermediate/Shahadatnama/O-A Levels (12 year Education) *	Pakistan	Test University	Test Program Name	
14 Years Of Education	Armenia	Test Board and University	Test Program Name	
Bachelors Degree (14/15/16 Years Of Education) *	Pakistan	Test Board Name	Test Program Name	
Masters/Mphil. Degree (18 Years Of Education) *	Pakistan	Test Degree Name	Test Degree Name	

 [Previous](#) [Cancel](#) [Next](#)

User Manual and FAQs

- Click on **“Previous”** button to go back to your previous tab screen.
- Click on **“Cancel”** button, you will redirect to the dashboard without saving this tab details.
- Click on **“Next”** button, you will proceed to the next tab of **“Upload Documents”**.

○ **Upload Documents Tab:**

✓ **For Bachelors Scholarship Applicant:**

- It is mandatory to upload all documents on the screen of Bachelor’s Scholarship Applicant.
(Note: Please upload the document only in png, jpg or pdf format. It should be scanned)
- Click on **“Upload”** icon to upload the document.
- Click on **“Delete”** icon to delete the uploaded document.
- Click on **“Download”** button to download the uploaded document.

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Dashboard Testing Account

Application Form

Personal Information Application Form Upload Documents

Note: Please upload the document only in png, jpg or pdf format.

Personal Document List

TYPE	IDENTIFICATION NUMBER	TYPE	COUNTRY	ACTIONS
Scanned Copy of Tazkira	4210181729227	Tazkira	Afghanistan	Delete Icon Download icon

Note: Please upload the document only in png, jpg or pdf format. If you have multiple pages for a single degree please upload that document in single PDF file.

Education Document List

DOCUMENT TYPE	QUALIFICATION LEVEL	COUNTRY NAME	ACTIONS
Scanned Copy of Inter Certificate	Intermediate/Shahadatnama/O-A Levels (12 year Education)	Pakistan	Upload Icon

Previous Submit Close

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✓ **For Master’s Scholarship Applicant:**

- It is mandatory to upload all documents on the screen of Master’s Scholarship Applicant.
(Note: Please upload the document only in png, jpg or pdf format. It should be scanned)
- Click on **“Upload”** icon to upload the document.
- Click on **“Delete”** icon to delete the uploaded document.
- Click on **“Download”** button to download the uploaded document.



User Manual and FAQs

Application Form

Personal Information Application Form Upload Documents












Note: Please upload the document only in png, jpg or pdf format.

Personal Document List

TYPE	IDENTIFICATION NUMBER	TYPE	COUNTRY	ACTIONS
Scanned Copy of Tazkira	4210181729227	Tazkira	Afghanistan	 

Note: Please upload the document only in png, jpg or pdf format. If you have multiple pages for a single degree please upload that document in single PDF file.

Education Document List

DOCUMENT TYPE	QUALIFICATION LEVEL	COUNTRY NAME	ACTIONS
Scanned Copy of Inter Certificate	Intermediate/Shahadatnama/O-A Levels (12 year Education)	Pakistan	 
Scanned Copy of Degree	14 Years Of Education	Pakistan	 
Scanned Copy of Transcript	14 Years Of Education	Pakistan	 
Scanned Copy of Degree	Bachelors Degree (14/15/16 Years Of Education)	Pakistan	 
Scanned Copy of Transcript	Bachelors Degree (14/15/16 Years Of Education)	Pakistan	  

Previous Submit Close

✓ For PHD Scholarship Applicant:

- It is mandatory to upload all documents on the screen of PHD Scholarship Applicant. **(Note: Please upload the document only in png, jpg or pdf format. It should be scanned)**
- Click on **“Upload”** icon to upload the document.
- Click on **“Delete”** icon to delete the uploaded document.
- Click on **“Download”** button to download the uploaded document.



User Manual and FAQs

Application Form

Personal Information Application Form Upload Documents















Note: Please upload the document only in png, jpg or pdf format.

Personal Document List

TYPE	IDENTIFICATION NUMBER	TYPE	COUNTRY	ACTIONS
Scanned Copy of Tazkira	4210181729227	Tazkira	Afghanistan	 

Note: Please upload the document only in png, jpg or pdf format. If you have multiple pages for a single degree please upload that document in single PDF file.

Education Document List

DOCUMENT TYPE	QUALIFICATION LEVEL	COUNTRY NAME	ACTIONS
Scanned Copy of Inter Certificate	Intermediate/Shahadatnama/O-A Levels (12 year Education)	Pakistan	 
Scanned Copy of Degree	14 Years Of Education	Pakistan	 
Scanned Copy of Transcript	14 Years Of Education	Pakistan	 
Scanned Copy of Degree	Masters/Mphil. Degree (18 Years Of Education)	Pakistan	 
Scanned Copy of Transcript	Masters/Mphil. Degree (18 Years Of Education)	Pakistan	 
Scanned Copy of Degree	Bachelors Degree (14/15/16 Years Of Education)	Pakistan	 
Scanned Copy of Transcript	Bachelors Degree (14/15/16 Years Of Education)	Pakistan	 

Previous Submit Close

Delete Icon Download icon

Upload Icon

- Click on **“Previous”** button to go back to your previous tab screen.
- Click on **“Close”** button, you will redirect to the dashboard.
- Click on **“Submit”** button to submit the complete application.

User Manual and FAQs

Dashboard of Saved/Submitted Application:

- **Saved Application:** To access the “**Saved**” application from the dashboard, click on “**Edit**” button to resume editing on the saved application.

The screenshot shows the dashboard of the Higher Education Commission, Pakistan. The header includes the logo and the text "Higher Education Commission, Pakistan Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan". The user is logged in as "Testing Account".

Under "Active Scholarships", there is a notice for "Application Form Open till 1 December 2020".

The dashboard displays five summary cards:

- Total Applications: 1
- Drafted Applications: 1
- Submitted Applications: 0
- Roll # Slip generated: 0
- Result Card generated: 0

The "My Applications" section shows a table with one application:

APPLICATION ID	APPLICATION TYPE	DATE	STATUS	View/Edit	Download
100181	Award of 3000 scholarships to Afghan Students under Prime Minister Directives	08/11/2023	Saved		

At the bottom right of the table, it says "Items per page: 10" and "1 - 1 of 1".

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- **Submitted Application:** To access the “**Submitted**” application from the dashboard, click on “**View**” button to see your application details.

The screenshot shows the dashboard of the Higher Education Commission, Pakistan. The header includes the logo and the text "Higher Education Commission, Pakistan Facilitating Institutes of Higher Learning to serve as an Engine of Growth for the Socio-Economic Development of Pakistan". The user is logged in as "Testing Account".

Under "Active Scholarships", there is a notice for "Application Form Open till 1 December 2020".

The dashboard displays five summary cards:

- Total Applications: 1
- Drafted Applications: 0
- Submitted Applications: 1
- Roll # Slip generated: 0
- Result Card generated: 0

The "My Applications" section shows a table with one application:

APPLICATION ID	APPLICATION TYPE	DATE	STATUS	View/Edit	Download
100181	Award of 3000 scholarships to Afghan Students under Prime Minister Directives	08/11/2023	Submitted		

At the bottom right of the table, it says "Items per page: 10" and "1 - 1 of 1".

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General FAQs:

1. Modus Operandi for Raising a query

- a. All of the queries sent to the support email address should be properly addressed with a subject in the email.
- b. Please share your Tazkira Number and screenshot of the error in your email.
- c. Please use 1 email thread for correspondence
- d. We will get back to you in 24 hours' time, if not than please send us a reminder over the same thread.
- e. Please don't reply on computer generated emails.

2. If you are getting Service Maintenance Page

This happens when we are doing some deployment, normally we place a maintenance page; but if you are already logged in you may experience an error. Deployment takes around 1 hour and is done in non-working hours. If you are continuously getting the maintenance page message for an hour, please clear your browser cache or change your browser.

3. If you are getting error 500 or unauthorized access error message

Please use the link pakaghan.hec.gov.pk. The extra part after .pk/... is creating the issue for you. If the issue persists, please clear your browser cache or change your browser.

4. If you have forgotten the password or don't have access to your primary email on which the verification code is being sent

Please send us an email at pakafghan@hec.gov.pk with Tazkira Number and we will reset your email.

5. I am getting an error "The maximum age criteria does not meet" What should I do?

Please read the eligibility criteria on the HEC website.

6. How do I submit my application?

Submit button at the end of the application form. Please make sure that you hit this button otherwise your application will not be considered.