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.

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

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

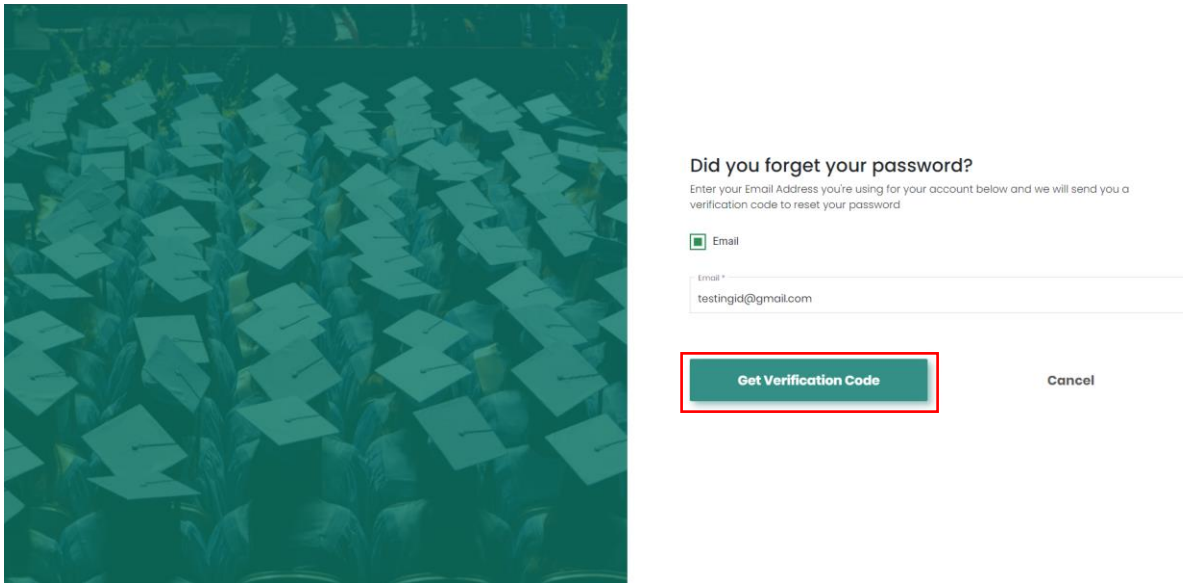## *Forget Password:*

Step 1: If you lost your password click on forgot password.
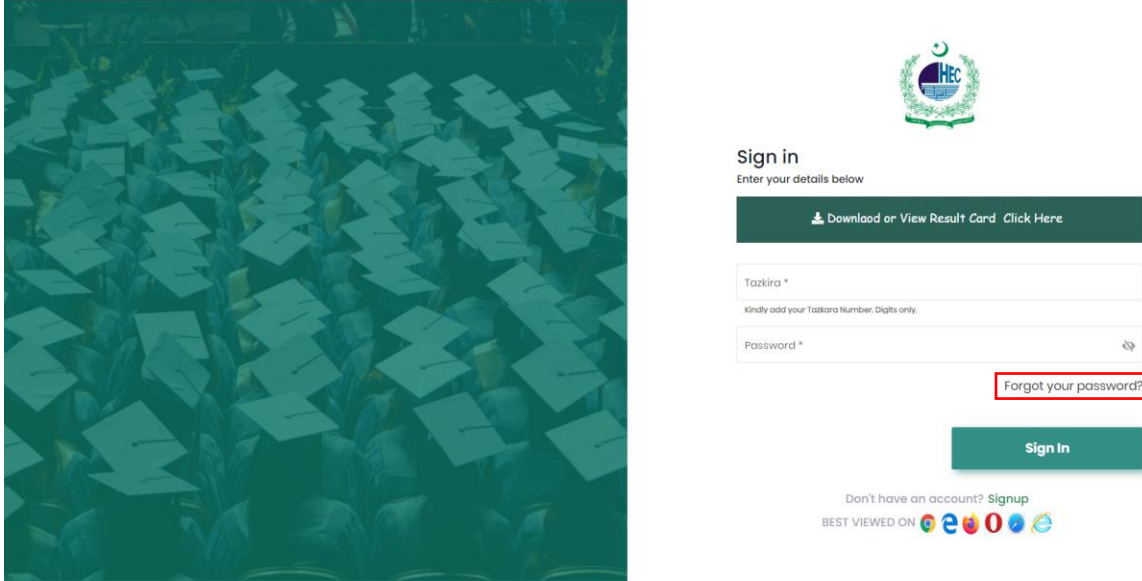
Step 2: Enter your Email and click on Get Verification Code.

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.

Sign-in:

After successful sign-up:

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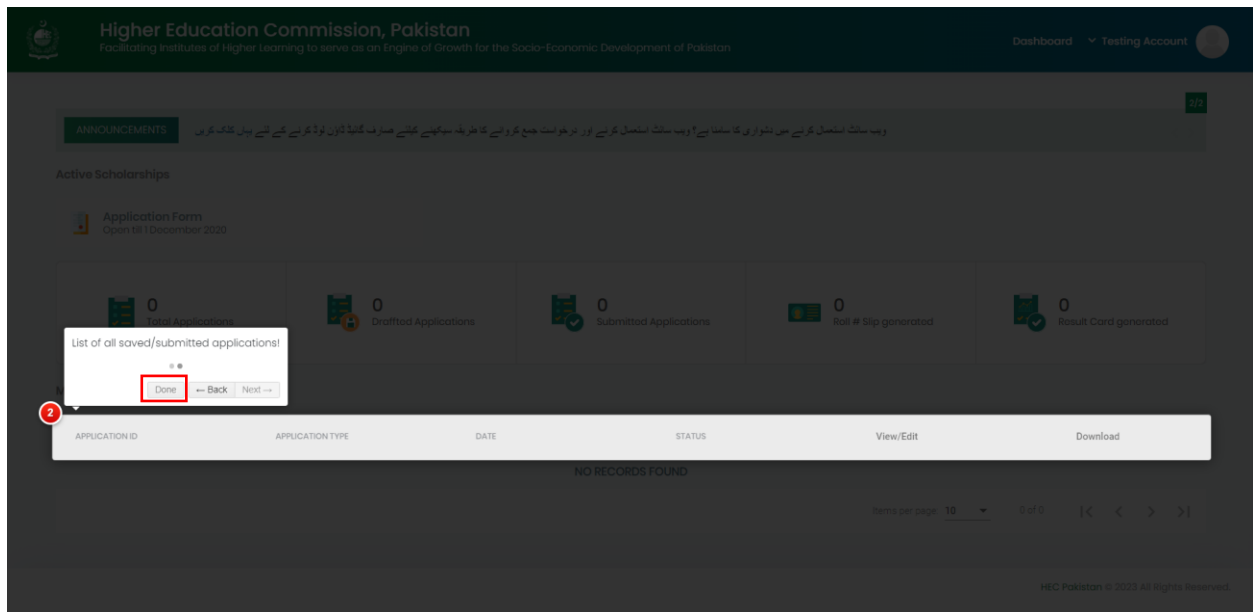- Enter the password that you have entered on registration page.

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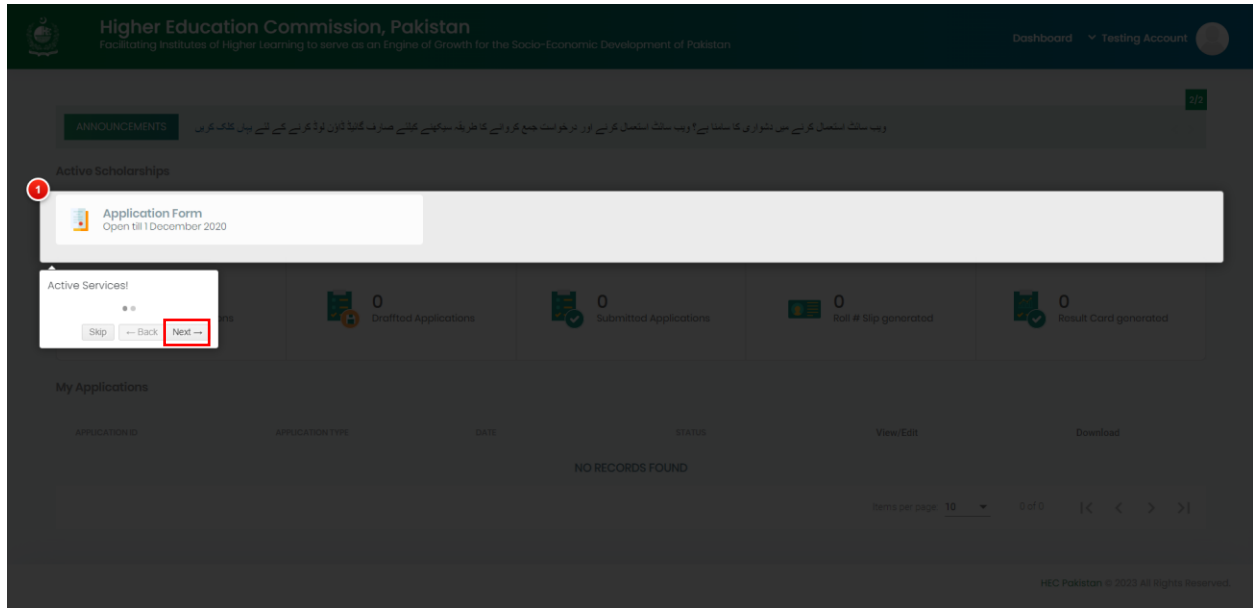
Second hint is to check all saved and submitted applications, Click on Done button to proceed with the dashboard.

Dashboard:

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

Application Form:

- o *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.

- 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".*

o **_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.

✓ *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.

- ▪ ***Intermediate Details:***
  After filling mandatory fields, click on ***"Save Education"*** button to save the details.

- ▪ ***14 Years of Education:***
  After filling mandatory fields, click on ***"Save Education"*** button to save the details.

- ▪ ***Bachelor's Degree:***
  After filling mandatory fields, click on ***"Save Education"*** button to save the details.

✓ *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.

- ***Intermediate Details:***
  After filling mandatory fields, click on ***"Save Education"*** button to save the details.

- ***14 Years of Education:***
  After filling mandatory fields, click on ***"Save Education"*** button to save the details.

- ***Bachelor's Degree:***
  After filling mandatory fields, click on ***"Save Education"*** button to save the details.

▪ ***Master's Degree:***
After filling mandatory fields, click on ***"Save Education"*** button to save the details.

Education Form

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

Cancel   **Save Education**

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

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

✓ Personal Information —— 2 Application Form —— 3 Upload Documents

Scholarship Application

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

Choose Subjects

Subject Priority 1 *	Subject Priority 2 *	Subject Priority 3 *
Agricultural Economics	Agriculture Agronomy	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) *	Palestine	Test Degree Name	Test Degree Name	✎

Previuos   Cancel   **Next**

- 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"*.

o **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.

✓ **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.

✓ **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.

- 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.

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.

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

User Manual and FAQs

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.