PAK-SRI LANKA HIGHER EDUCATION COOPERATION PROGRAMME

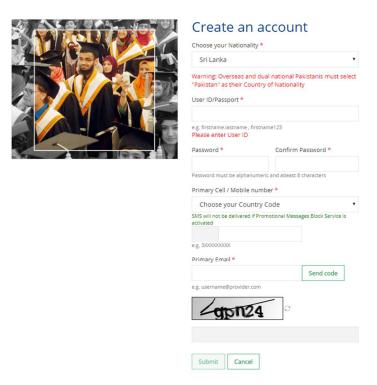
ALLAMA IQBAL SCHOLARSHIPS FOR SRI LANKAN STUDENTS, JANUARY 2020

User Manual and FAQs

Create an Account on E-portal

Register an account and choose Sri Lanka as your Nationality. Enter your mobile number and email. Verify your email by pressing send code.





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- 1. If you don't get a verification email on your provided email address, please do the following in the exact order.
 - a. Please make sure you are connected to the internet.
 - b. Please wait for 5-7 minutes.
 - c. If, after following all the above mentioned steps, you are still not getting the verification message, please drop us an email at info.paksl@hec.gov.pk

Login

Login your account with your registered credentials.



1. If you are getting Service Maintenance Page

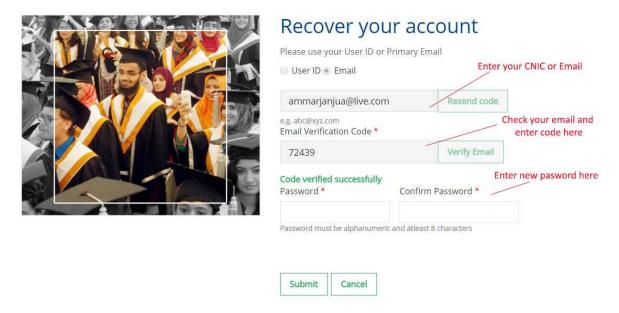
This happens when we are doing some deployment, normally we place a maintenance page; but if you are already logged in you may experience an error. Deployment takes around 1 hour and is done in non-working hours. If you are continuously getting the maintenance page message for an hour, please clear your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

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

Please use the link eportal.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.

Forgot Password

If you lost your password click on forgot password and enter your CNIC or Email. Code will be sent you on email by using that code you will reset your password.

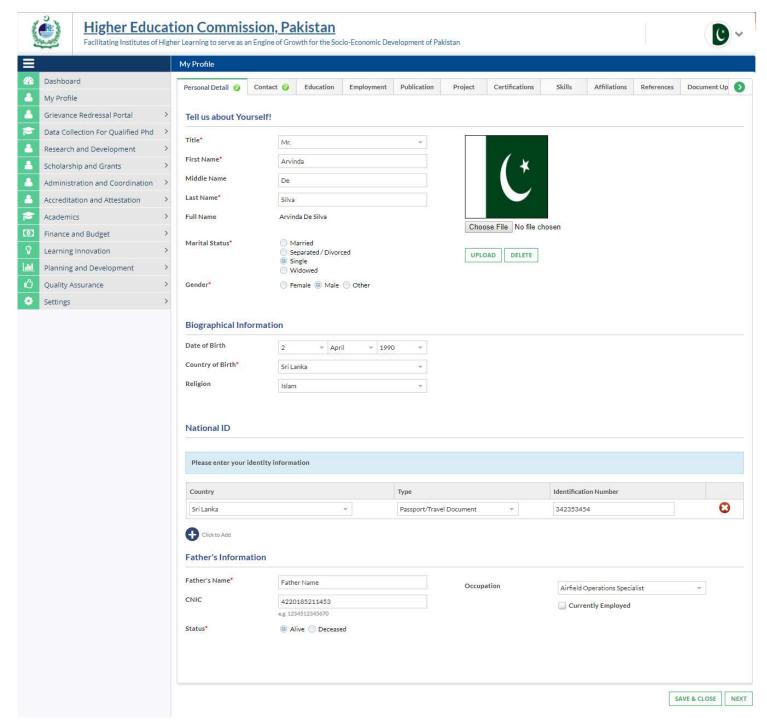


1. If you have forgotten the password or don't have access to your primary email on which the verification code is being sent

Please send us an email at info.paksl@hec.gov.pk with the copy of your original CNIC and we will reset your email.

Profile

- In profile section you can enter your personal details and contact details and upload documents.
- In National ID section, enter your Sri Lankan Passport or Sri Lankan Identification Number details

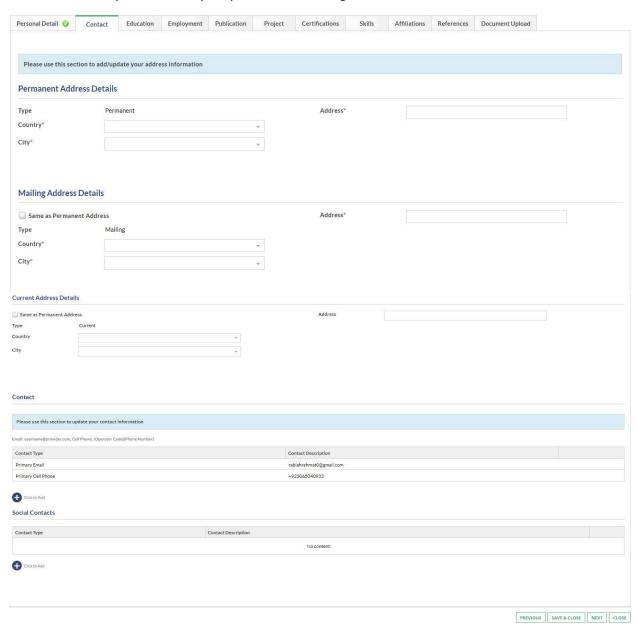


1. "Ask the System Administrator" error message

This is an idle session time out message. Which means that the session was left idle for 20 Minutes or more. Please refresh your browser and log in again.

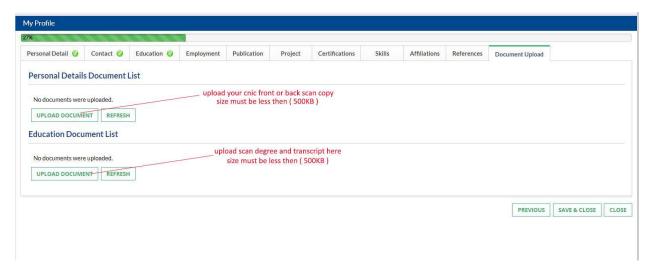
Contact Details

In contact details you can enter your permanent, mailing and current address.



Upload Documents

Upload your personal and educational document. Uploaded documents size less than 500 kb.



1. File size upload error

- a. The maximum file size which may be uploaded is 500Kb.
- 2. Upload error, Error Retrieving documents, Document creation error, contact server administrator error
 - a. Please wait for 15 minutes before retrying. If the problem persists please clear your browser cache or change your browser. If the issue persists for more than 1 hour; please drop us an email at info.paksl@hec.gov.pk

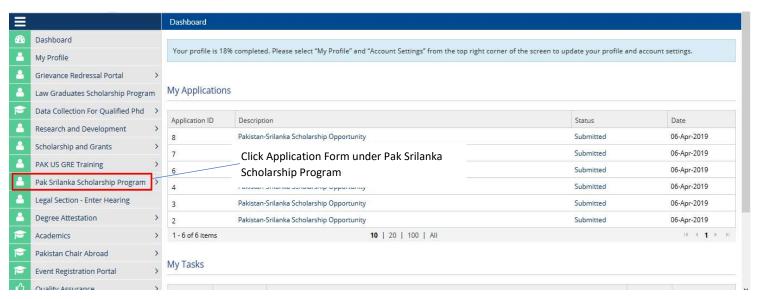
Pak Sri Lanka Scholarship Program

1. Eligibility Criteria

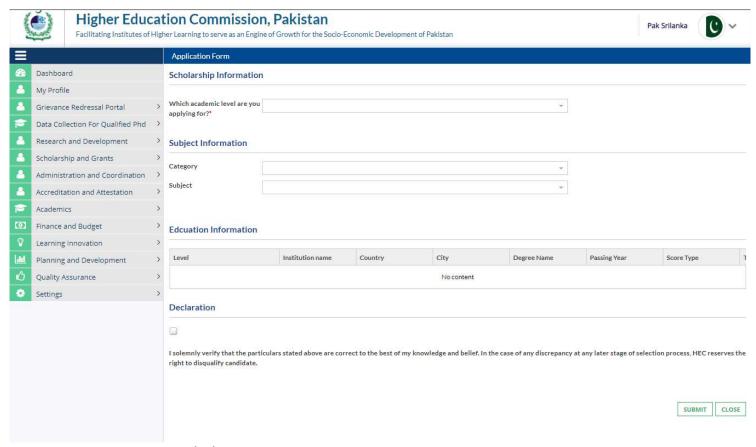
- The applicant should be a Sri Lankan National.
- The applicant must have uploaded his profile picture in the system
- The applicant must have a valid email address
- Applicant should have entered his valid Sri Lankan Passport or Sri Lankan Identification Number details in his profile
- Minimum Qualification
 - o For **BS Engineering**, applicant should have 12 years of Education (GCE, A/levels/F.Sc) in Pre-engineering with at least 65% marks
 - o For **BS Medicine**, applicant should have 12 years of Education (GCE, A/levels/F.Sc) in Premedical with at least 65% marks
 - For Other BS Programs, applicant should have 12 years of Education (GCE, A-levels/F.Sc/F.A) with at least 60% marks
 - o For **Masters (MS)**, applicant should have 16 years of Education (BS/M.Sc or equivalent) in relevant subject with at least 60% marks at graduate level
 - o For **Doctoral (PHD),** applicant should have 18 years of Education (MS/MPhil. or equivalent) in relevant subject with at least 3.00/4.00 CGPA. Research thesis at MS level is required.
- Applicant age should be:
 - 22 years on scholarship closing date for Bachelors (BS)
 - o 35 years on scholarship closing date for Master(MS) or Doctoral PhD)

Pak Sri Lanka Scholarship Program

Accessing the Application Form

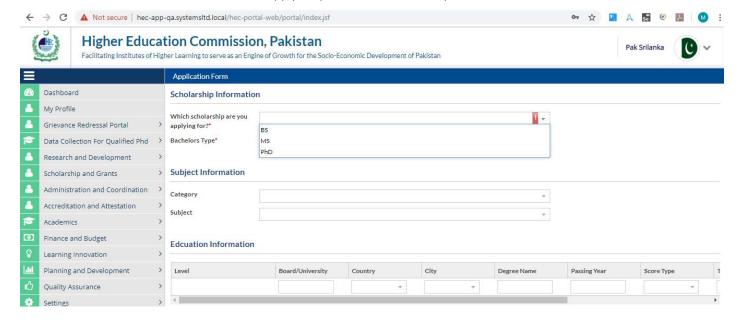


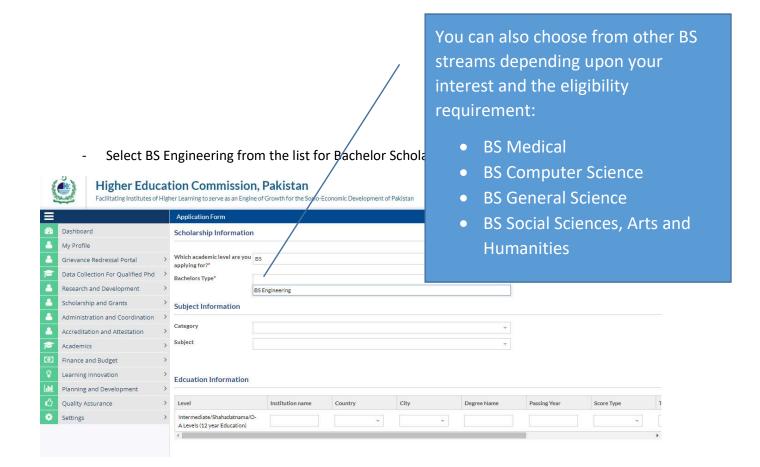
• Application Form



For Bachelor(BS)

Select BS from the list to apply for your desired scholarship

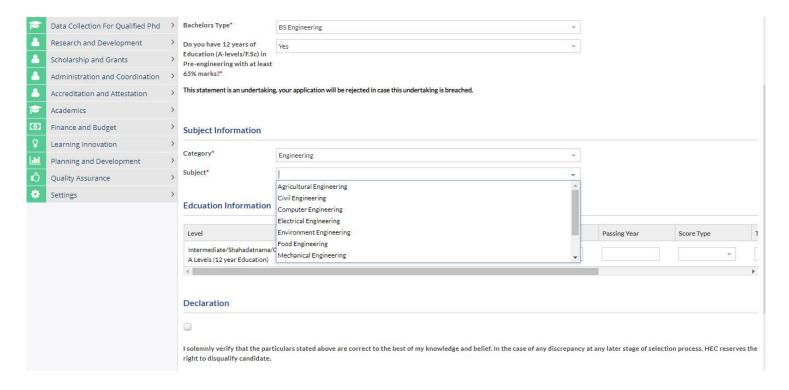




- **YES** should be selected from the dropdown for BS as this is an undertaking statement. Answering **NO** will not allow you to proceed further with the application

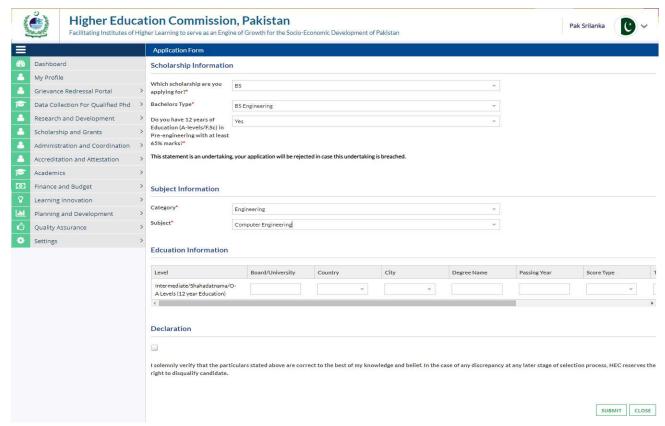


- Select your desired Category and Subject from the respective dropdowns



• Education Information

- For Bachelors: Enter your Intermediate, GCE/O-A levels, details correctly

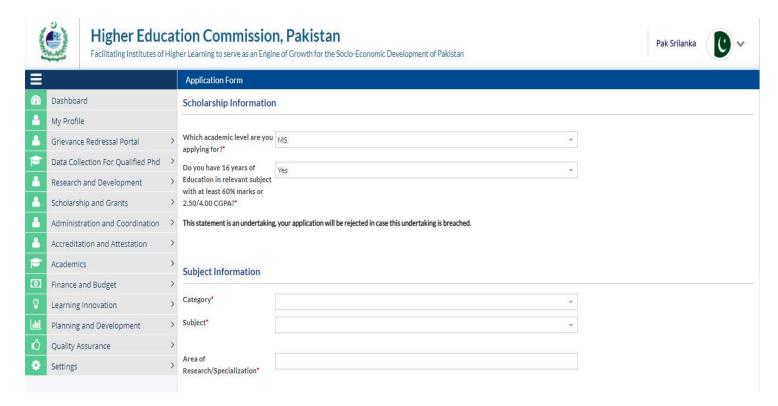


For Masters(MS)

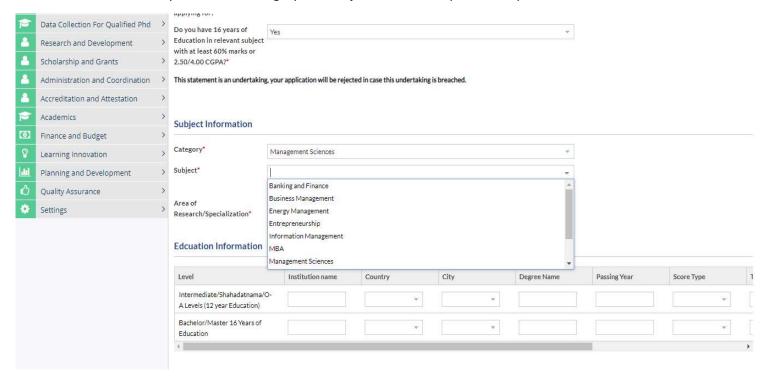
Select MS from the list to apply for your desired scholarship



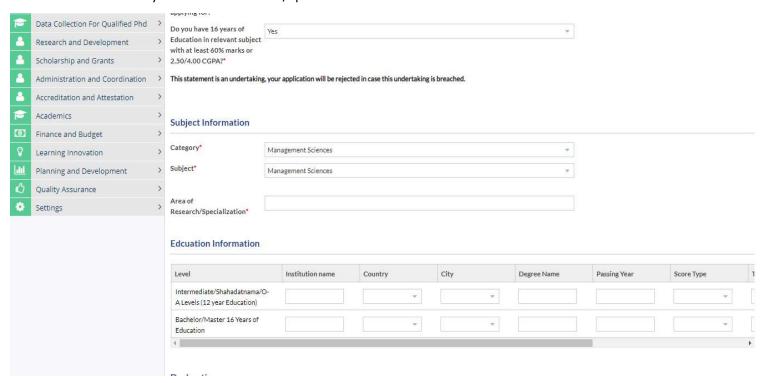
- **YES** should be selected from the dropdown for BS as this is an undertaking statement. Answering **NO** will not allow you to proceed further with the application



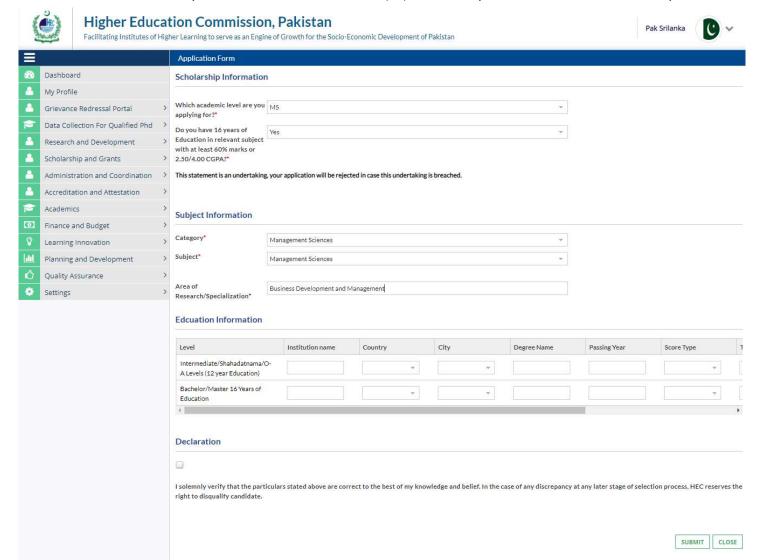
- Select your desired Category and Subject from the respective dropdowns



- Enter your Area of Research/Specialization

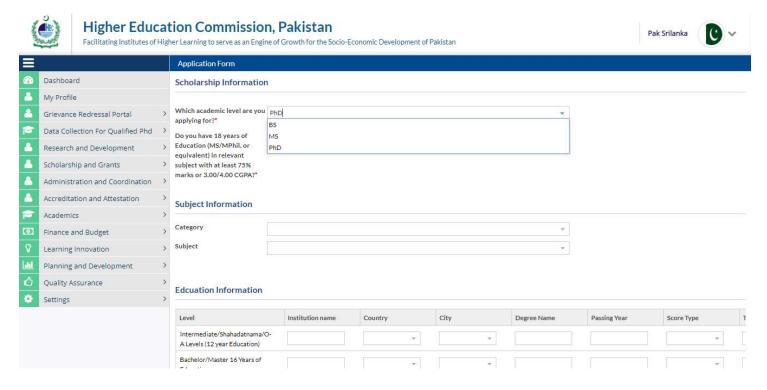


-For Masters: Enter your Intermediate and Bachelor (BS)/Master 16 year's education details correctly.

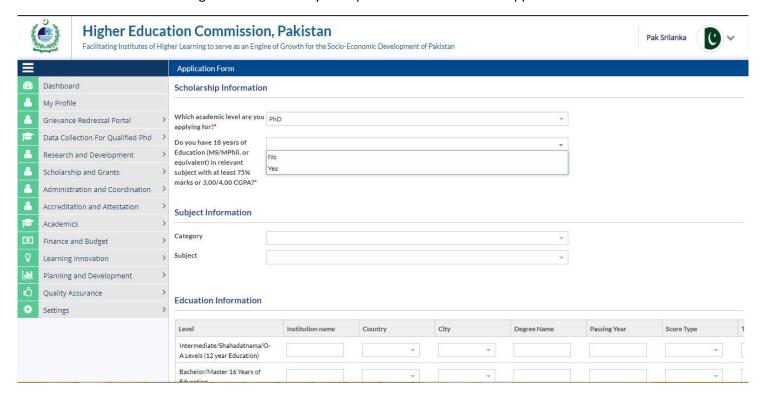


For DOCTORAL(PHD)

- Select PHD from the list to apply for your desired scholarship



YES should be selected from the dropdown for BS as this is an undertaking statement.
Answering NO will not allow you to proceed further with the application

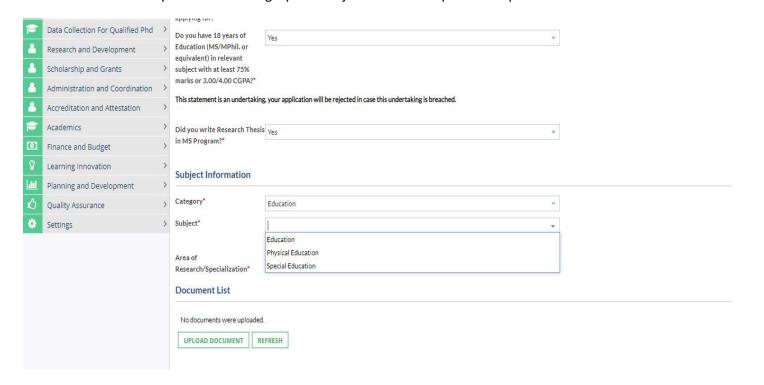


 You should have written a Research Thesis in MS Program in order to be eligible to apply for the scholarship. Select YES from the dropdown as selecting NO will not allow you to proceed further with the application

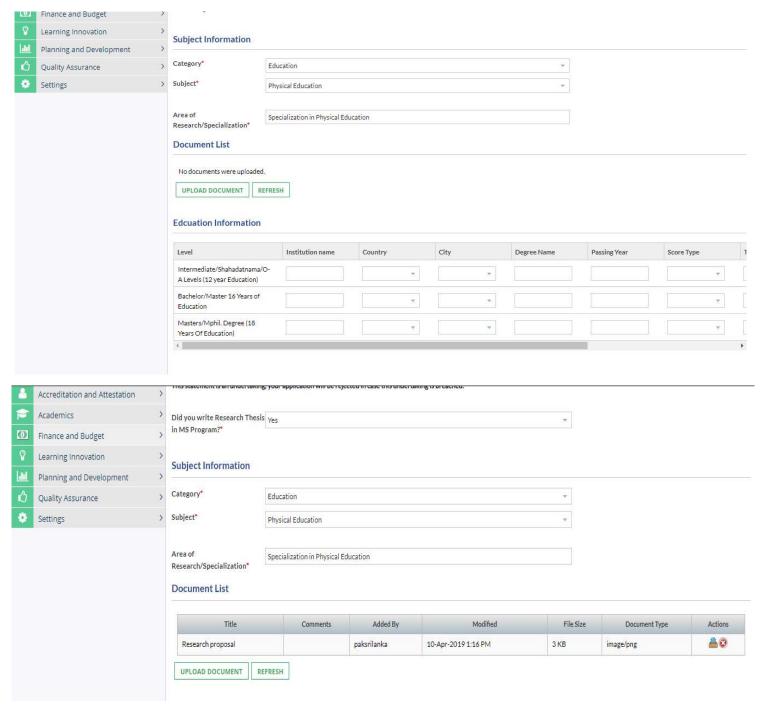


- Select your desired Category and Subject from the respective dropdowns

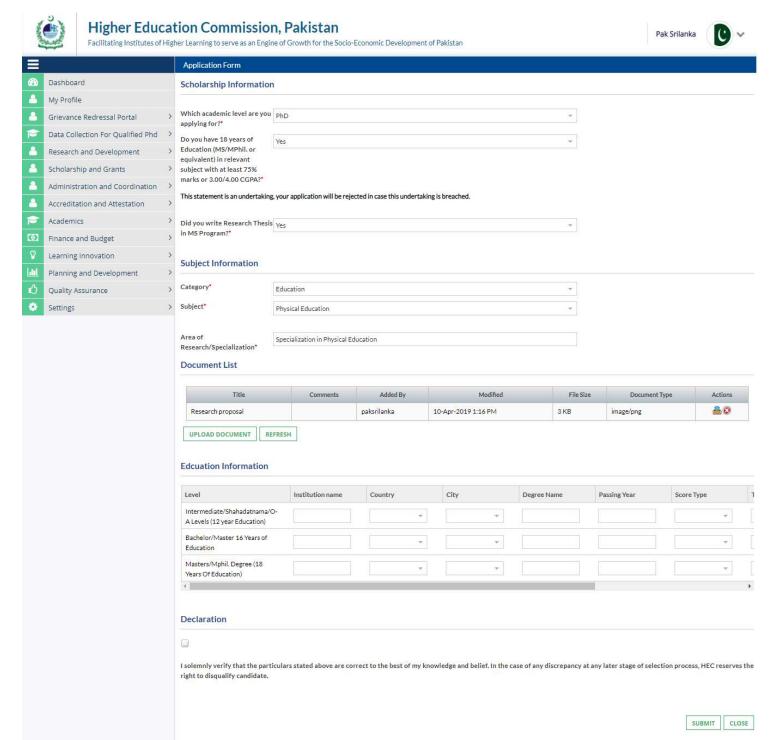
Research/Specialization*



- Enter your Area of Research/Specialization
- Upload your Research Proposal



- For PhD: Enter your Intermediate, GCE/O-A levels, Bachelor (BS)/Master 16 and Masters (MS)/M. phil 18 years education details correctly
- Undertaking checkbox should be checked
- Click SUBMIT button to submit your application
- An email will be sent to your email address that you have entered in your Profile



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 identification number (passport or National Identity Card 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.

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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 info.paksl@hec.gov.pk with the copy of your original CNIC/ID and we will reset your email.

5. "Ask the System Administrator" error message

This is an idle session time out message. Which means that the session was left idle for 20 Minutes or more. Please refresh your browser and log in again.

6. Date Errors in entering the qualification level

Your degrees should be added in chorological order.

7. File size upload error

The maximum file size which may be uploaded is 500Kb.

8. Upload error, Error Retrieving documents, Document creation error, contact server administrator error

Please wait for 15 minutes before retrying. If the problem persists please clear your browser cache or change your browser. If the issue persists for more than 1 hour; please drop us an email at info.paksl@hec.gov.pk

9. I am unable to download the application form print. What should I do?

Please ensure that the pop-up blocker of your browser is disabled.

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

Please read the given instructions in the advertisement, the age criteria is mentioned over there.

11. Eligibility Criteria

- The applicant should be a Sri Lankan National.
- The applicant must have uploaded his profile picture in the system
- The applicant must have a valid email address
- Applicant should have entered his valid Sri Lankan Passport or Sri Lankan Identification Number details in his profile

Minimum Qualification

- o For **BS Engineering**, applicant should have 12 years of Education (GCE, A/levels/F.Sc) in Pre-engineering with at least 65% marks
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- o For **Other BS Programs**, applicant should have 12 years of Education (GCE, Alevels/F.Sc/F.A) with at least 60% marks
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- o For **Doctoral (PHD),** applicant should have 18 years of Education (MS/MPhil. or equivalent) in relevant subject with at least 3.00/4.00 CGPA. Research thesis at MS level is required.

Applicant age should be:

- 22 years on scholarship closing date for Bachelors (BS)
- 35 years on scholarship closing date for Master(MS) or Doctoral (PhD)

12. How do I submit my application?

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

13. How to check the status of application?

The status of application can be seen on the dashboard screen.