

FAQs FOR

NSP WEB PORTAL

1. How to apply for scholarship?

First student has to register on OTR in order to get OTR ID, Further the OTR must be used to login on NSP Application Form module. Student's demographic details and photograph will be automatically fetched from OTR.

2 How to update demographic details?

For change in demographic details student must first update their Aadhaar details. These changes will be reflected in student's OTR profile through fresh eKYC. After updation in NSP OTR, details will be reflected in NSP Application Form.

3 How do I change my Domicile State?

If you have already applied for an application then you will not be able to change your domicile state unless you withdraw your application. Please note all of your applications (Scholarship/ incentive) must be withdrawn. If you have even one active application, you will not be able to change your Domicile state. Additionally, you can not withdraw your application if the application has been approved by L2 (Nodal officer) or if the scholarship payment has been released.

4 How can I change my Scholarship Category once my application is submitted?

If you have already applied for an application then you will not be able to change your domicile state unless you withdraw your application. Please note all of your applications (Scholarship/ incentive) must be withdrawn. If you have even one active application, you will not be able to change your Domicile state. Additionally, you can not withdraw your application if the application has been approved by L2 (Nodal officer) or if the scholarship payment has been released.

5 When can I withdraw my application?

You can withdraw your application at any time during the application process. Please note that you will not be able to withdraw your application if any of the following conditions are met –

- If the application has been approved by L2 (Nodal officer)
- If the scholarship payment has been released.

6 Can I revoke my renewal application again after withdrawing?

Yes, you can enable your renewal application again after withdrawing. To do so, go to 'My Applications' page and click on the 'Revoke Application' button for the desired application. Please note that you cannot revoke your scholarship application if you fail the following conditions –

- You already have another active scholarship application and want to revoke another scholarship application.
- Application Dates has been closed.

7 How do I change my password?

Login in [OTR](#) to change the password.

8 How do I check my UDID Details (For disabled applicants)?

You can check your UDID details using the following link - www.swavlambancard.gov.in/login. Log in to the portal using your Enrolment Number / UDID Number* and Date of Birth to check your UDID details before filling your application.

9 How do I refresh my details from OTR?

To refresh your details from OTR:

1. Go to **My Profile**.
2. Select **Refresh eKYC Details from OTR**.
3. Click on **Refresh Applicant details from OTR**.
4. Choose the fields you want to update, such as:
 - a. Name
 - b. Gender
 - c. Date of Birth
5. Click on the **Update** button to refresh your details as per OTR.

10 How do I refresh my parent's/guardian's details from OTR?

To refresh your parent's/guardian's details from OTR:

1. Go to **My Profile**.
2. Select **Refresh eKYC Details from OTR**.
3. Click on **Refresh Parent/Guardian details from OTR**.
4. Choose the fields you want to update, such as:
 - a. Father's Name
 - b. Mother's Name
 - c. Guardian's Name
5. Click on the **Update** button to refresh the details as per OTR.

11 How do I link my renewal application with my profile?

To link your renewal application with your profile, ensure the following conditions are met:

1. **No active new scholarship application exists:** If you have applied for a new scholarship, please withdraw it before linking the renewal application ID.
2. The **name, gender, and date of birth** on the new OTR must match the details on the previous academic year's application ID.
3. **OTP-based eKYC** will be conducted on the mobile number linked to the Aadhaar of your parent/guardian (as provided in the previous academic year's application ID).

Once these conditions are met, follow these steps to link your renewal application:

1. Go to **Link Renewal Application**.
2. Enter your **Application ID**.
3. Click on the **Link** button.

4. Enter the **OTP** received on the linked mobile number.
5. Click **Submit**.

NOTE: Link your renewal application in the following situations:

1. You have registered your previous academic year's application ID using your parent/guardian's Aadhaar and received an OTR/Reference number from NSP via SMS/Email.
2. You generated a new OTR using your own Aadhaar number, but the previous year's application is not listed in the new OTR.