1   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 Please note all of your applications (Scholarship/ incentive) must be withdrawn.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.

To know how to withdraw an application, please refer to Section 2.4 Withdraw Application of the User Manual.

2   Can I enable my application again after withdrawing?

Yes, you can enable your 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 –

1. You already have another active scholarship application and want to revoke another scholarship application.
2. If the domicile state of the withdrawn application is different from your current active application (if any).

To know how to revoke an application, please refer to Section 2.5 Revoke Application of the User Manual.

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

You cannot change your scholarship category once your application is submitted. To change your scholarship category, you will have to withdraw your incorrect application and apply again with 'Apply Fresh' for a new application.

To know how to apply fresh for an application, please refer to Section 2.3.1 Apply Fresh of the User Manual.

To know how to withdraw an application, please refer to Section 2.4 Withdraw Application of the User Manual.

4   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 –

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

To know how to withdraw an application, please refer to Section 2.4 Withdraw Application of the User Manual.

5   How can I apply for multiple scholarships?

You cannot apply for multiple scholarships. You can only apply for one scholarship at a time. In order to change your scholarship scheme, you will have to withdraw your current scholarship application first. Please note that you will not be able to withdraw your application if any of the following conditions are met –

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

To know how to withdraw an application, please refer to Section 2.4 Withdraw Application of the User Manual.

6   How can I apply for multiple incentives?

You can apply for multiple incentives from the 'Apply Fresh' page. Click on 'Apply Fresh' and select 'Incentive' from the Application Type dropdown menu. There is no limit to the number of incentives you can apply for.

To know how to apply fresh for an application, please refer to Section 2.3.1 Apply Fresh of the User Manual.

7   How do I refresh my contact information?

You can update your contact information (i.e., Mobile Number, Email ID) via the **My Profile** section. Please note that contact details cannot be edited directly on the NSP Application Form. Instead, you must update your contact details on OTR (One-Time Registration) and then refresh the updated information into the NSP Application Form. Follow these steps to refresh your contact information:

Step 1: Update Contact Information in OTR

Update E-mail ID

1. Go to the OTR Login or follow these steps:
   a. Visit the NSP Website.
   b. Click on **Students**.
   c. Under OTR, click on **Login**.
   d. Enter your OTR Number, Password, and Captcha, then click on **Login**.
2. Once logged in, go to **My Profile**.
3. From the left menu, select **Update Email**.
4. Enter your new Email ID in the designated field and click on **Get OTP**.
5. Enter the OTP sent to your new email and fill in the Captcha.
6. Click on **Verify** to update your email address.

Update Mobile No.

7. To update your mobile number, you can click here or go the '**Change Mobile No.**' from the from the **Register** Page.
8. Once on the page, you can either authenticate your credentials using your **OTR number or Reference number**.
9. In case of OTR Number, Enter your OTR number and get OTP on your current registered mobile number.
10. In case of Reference Number, Enter your reference number and get OTP on your current registered mobile number.
11. Enter the **OTP** received.
12. Enter **Captcha code** and click on **Verify** button.
13. Once details are verified, you will be able to change your mobile number.

Step 2: Update Contact Information in NSP Application Form

14. Log in to the NSP Application Form.
15. Navigate to **My Profile** in the menu.
16. Click on **Refresh Mobile No., Email ID from OTR**.
17. Compare the details displayed from OTR with those on your application form.
18. If the details are different, click the **Update** button to refresh the updated information from OTR.

8 How do I refresh my eKYC details from OTR?

To update your eKYC information such as Name, Gender, Profile Photo and Date of Birth on the NSP Application Form, you'll need to first update these details on OTR and then refresh them in the NSP Application Form. You cannot directly edit these details in the NSP Application Form. Follow the steps below to refresh your details:

Step 1 – Update your eKYC information in OTR using option provided there –

1. Login to **OTR** using your credentials.
2. Click on **Refresh eKYC** option.
3. You will be able to view your aadhar details already entered.
4. Click on **Get OTP** button.
5. Enter the **OTP** received.
6. Enter **Captcha code** and click on **Verify** button.
7. Your eKYC details will be refreshed on OTR.

Step 2 – Update eKYC information in NSP Application Form –

8. Login to the NSP Application Form.
9. Go to **My Profile** on Navigation Menu.
10. Select **Refresh eKYC Details from OTR.**
11. Click on **Refresh Applicant details from OTR**.
12. Compare your details as per OTR and as per your application form.
13. Choose the fields you want to update, such as:
    a. Name
    b. Gender
    c. Date of Birth
    d. Profile Photo
14. If the details are different then, Click on the **Update button** to update your details as per OTR.

Note – You can update your eKYC details from OTR only before submitting your application. If the application is already submitted and you need to update your details, you must withdraw the application and submit a fresh one provided scheme date is still open.

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

You can refresh your parent's/ guardian's details from OTR i.e. Father's Name, Mother's Name and Guardian's Name using My Profile option. The parents details cannot be edited directly from the NSP Application Form. You need to edit your parent's/ guardian's details on OTR and then refresh those details to NSP Application Form using **Refresh Applicant details from OTR** option. To refresh your parents details from OTR, follow the steps below –

Step 1 – Update your parent's/ guardian's information in OTR using option provided there.

Step 2 – Update the parent's/ guardian's information in NSP Application Form –

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

Note – You can update your parent's/ guardian's details from OTR only before submitting your application. If the application is already submitted and you need to update your details, you must withdraw the application and submit a fresh one provided scheme date is still open.

10 How do I link my renewal application with my new OTR?

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 have generated a new OTR using your own Aadhaar number, but the previous year's application is not listed in the new OTR.

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. Login to the NSP Application Form.
2. Click on **Link Renewal Application** from Navigation menu.
3. Enter your **Renewal Application ID** which you want to link.
4. Click on the **Submit** button.
5. Enter the **OTP** received on the linked mobile number.
6. Click **Submit**.

11 How do I know which scholarship schemes I am eligible for?

You can find out about your scholarship eligibility before logging into the NSP Application Form and filling the application form using the following steps. It is encouraged to check for your scheme eligibility before applying. To find out which scholarship schemes you may apply for –

1. Go to the scholarship eligibility page by clicking on this link or follow the steps below –
    a. Go to NSP Website.
    b. Click on the **Public** section.
    c. Click on **View** under **Scholarship Eligibility**
2. You will be requiring the following details in order to check for your scheme eligibility –
    a. Domicile State/UT
    b. Name (optional)
    c. Gender
        i. Is single girl child (if opted female)
    d. Date of Birth (optional)
    e. Marital Status
    f. Parent Annual Income
    g. Parent Profession
    h. Religion
    i. Community
    j. Is Disabled
        i. Percentage of Disability (if disabled)
    k. Parents Not Alive (optional)
    l. Scholarship Category
    m. Application Type
    n. Institute Name
        i. Search by Institute name
        ii. Search by AISHE/ UDISE/ ITI (NCVT) Code
        iii. Search by UDISE Code
    o. Course Name
    p. Mode of Study
    q. Previous Class Percentage
    r. Previous Course Year (optional)
    s. Previous Board University (optional)
    t. Previous Class (optional)
    u. 12th Roll Number (optional)
    v. 12th Board (optional)
    w. 12th Percentage (optional)

    x. 10th Roll Number (optional)

    y. 10th Percentage (optional)

    z. Competitive Roll Number (optional)

    aa. Competitive Exam (optional)

    bb. Competitive Exam Year (optional)

    cc. Exam Conducted By (optional)

3. Enter the Captcha Code and click on the **"Check Eligibility"** button.
4. You will see a list of scholarship schemes for which you may apply.

If you don't see any schemes you're eligible for then you can also select that particular scheme and from **Why I'm not eligible for scheme?** option after entering your data and find out the exact reasons for your ineligibility. In order to find out why you are not eligible for a scheme, you need to follow the steps below –

1. Enter the data first to check your eligibility and click on **Check Eligibility** button.
2. If you are not eligible for any scheme then **Why I'm not eligible for scheme?** Option will be shown.
3. Read Instructions and select any of the three options below. Central Sector Scheme will be by default selected –
    a. Central Sector Scheme
    b. Centrally Sponsored Scheme
    c. State Scheme
4. Select scheme name.
5. Click on Get your Answer button.
6. You will be able to view the list of reasons for ineligibility.

12 How do I find my School/ college/ institute details?

To search for your School/ college/ institute details, follow the steps below –

1. Go to the institute details page by clicking on [this link](#) or follow the steps below –
    a. Go to [NSP Website.](#)
    b. Click on the **Public** section.
    c. Click on **Search now** under **Find Institutes on NSP.**
2. You will be requiring the following details in order to check for your institute details –
    a. Institution State
    b. Institution District
    c. Institute/ College/ ITI
    d. School/ College/ ITI Name (Optional)
3. After entering all the required details, click on the **"Get Institution List"** button.
4. Or you can also search your institution name using **Search By AISHE/ UDISE/ ITI (NCVT) Code in AISHE/ UDISE/ ITI (NCVT) Code** field. You will be requiring the

following details in order to check for your institute details –

    a. **Choose your option** i.e. AISHE/ ITI (NCVT) OR UDISE Code

    b. Enter the selected code.

    c. Enter Captcha

    d. Click on **Get institute based on entered AISHE/ UDISE/ ITI (NCVT) Code** button.

5. You will receive the details of your desired institution.

13 How do I find the Nodal Officer for my scholarship scheme?

To find the Nodal Officer details for scholarship scheme, follow the steps below –

1. Go to the Nodal Officer page by clicking on this link or follow the steps below –
    a. Go to NSP Website.
    b. Click on the **Public** section.
    c. Click on **View** under **Nodal Officers (Scheme-wise)**

2. You will be requiring the following details in order to check for your Nodal Officer details –
    a. Select one (Ministry, State, District, Zone)
    b. In case of **Ministry**
        i. Select Ministry
        ii. Enter Captcha Code
        iii. Click on Submit button
    c. In case of **State**
        i. Select Ministry
        ii. Select Scheme
        iii. Select State
        iv. Enter Captcha Code
        v. Click on Submit button
    d. In case of **District**
        i. Select Ministry
        ii. Select Scheme
        iii. Select State
        iv. Select District
        v. Enter Captcha Code
        vi. Click on Submit button
    e. In case of **Zone**
        i. Select Ministry/ Zone
        ii. Enter Captcha Code
        iii. Click on Submit button

3. After clicking on the submit button you will be able to view the list of Nodal Officers for your scholarship scheme. Copy the details and click on OK button.