

INSTITUTE KYC REGISTRATION PROCESS

National Scholarship Portal

July 2026

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1. Introduction

The Institute KYC Registration process on the National Scholarship Portal (NSP) is designed to securely onboard educational institutions for participation in scholarship related activities. It ensures the verification and authenticity of key stakeholders, including institute details, the Institute Nodal Officer (INO), and the Head of Institute (HoI), through Aadhaar-based authentication and structured approval mechanisms.

The process comprises multiple stages such as submission of registration details, biometric authentication, document upload, and approvals at various levels. Successful completion of these steps enables institutes to gain authorized access to NSP services for efficient management and processing of scholarship applications.

2. Institute KYC Registration Workflow for Institutes

The Institute KYC registration workflow comprises a series of structured stages designed to ensure thorough verification and authentication of institutions, INO and HoI prior to their onboarding onto the NSP platform. The key stages involved are as follows:

a) Filling of Registration Form

The INO initiates the process by filling the online registration form, providing details of the institute as well as the INO and HoI.

b) Biometric Authentication

After completing the registration form, the INO and HoI of the institute are required to undergo biometric authentication to validate identity and establish authenticity.

c) Printing and Upload of Registration Form

Upon submission, the completed registration form is printed, duly signed, and officially stamped by the INO. The signed document is then uploaded onto the portal along with the requisite supporting documents.

d) Approval by Head of Institute (HoI)

The HOI of Institute reviews the submitted information and supporting documents, verifies their correctness and completeness, and accord approval to advance the application to the next stage.

e) Approval by Ministry/Department

The final stage entails review and approval by the concerned Ministry or Department, ensuring adherence to applicable guidelines and eligibility criteria prior to granting final authorization.

This structured verification ensures that only authenticated institutions are onboarded onto NSP, thereby maintaining transparency, accountability, and integrity in the scholarship disbursement process.

Detailed guidelines and procedural instructions for each stage of the Institute KYC registration process are provided in the subsequent sections.

3. Filling of Registration Form

Filling of Registration Form consists of the following steps:

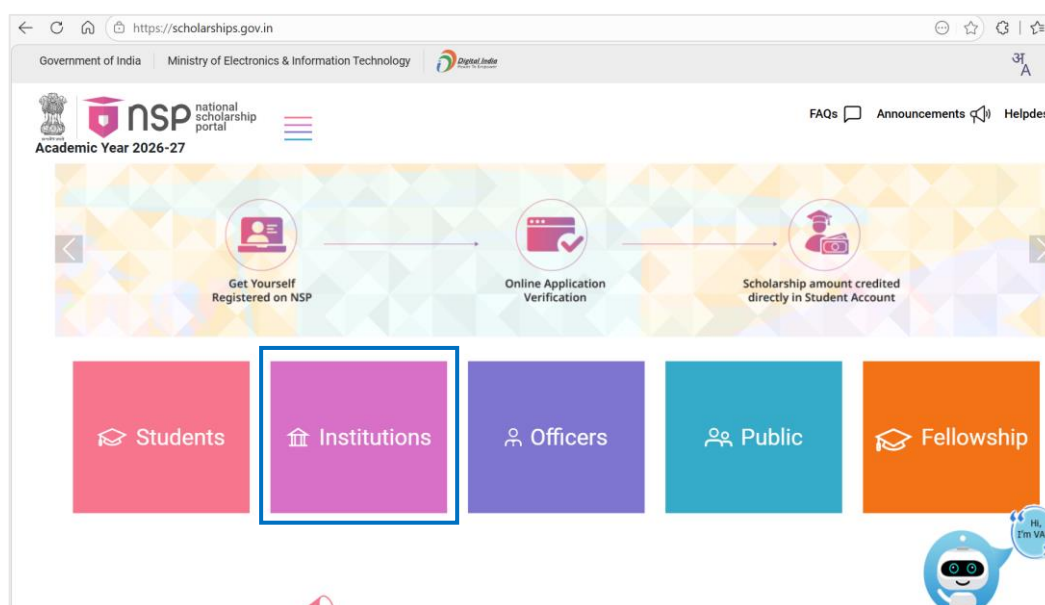
- a) Registration Initiation
- b) Institute Details
- c) Institute Nodal Officer (INO) details
- d) Head of Institute (HoI) details
- e) Registration Completion

Each of these steps is further subdivided into multiple sub-steps.

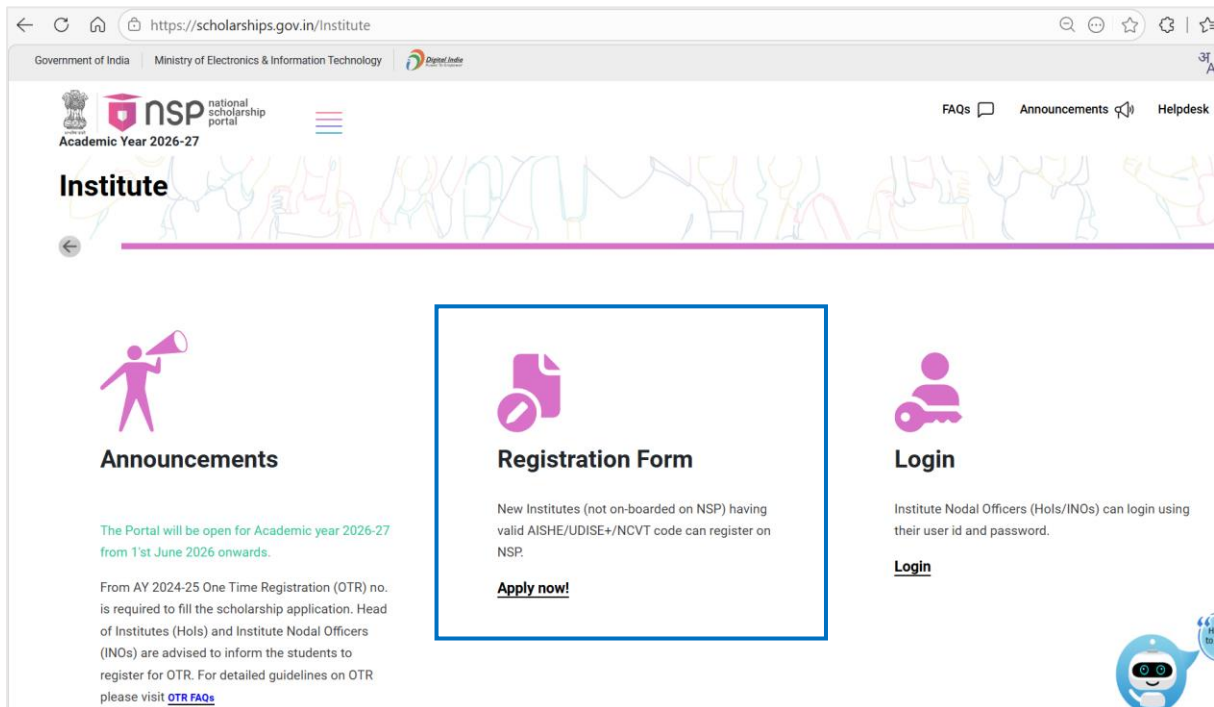
3.1 Registration Initiation

Follow the steps outlined below to initiate the registration process:

- a) Visit the NSP Portal using the link: <https://scholarships.gov.in/>
- b) Select the “Institutions” option, as illustrated below:



c) Click on the “Registration Form” option to proceed further



- d) The User will be redirected to the “Scholarship Institute KYC Registration” page, wherein detailed instructions regarding Institute Registration will be displayed. The User will be required to click on “Continue to Registration” to proceed further.

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 **NSP** national scholarship portal



Scholarship Institute KYC Registration

Instructions

On-Boarding of Institute on NSP for Processing Scholarship Applications
For on-boarding on the **National Scholarship Portal (NSP)**, the Institute must have a valid **AISHE/UDISE+NCVT/SCVT Code (All India Survey of Higher Education)**.

The **Head of Institute (HoI)** is required to nominate an **Institute Nodal Officer (INO-Scholarship)** for processing Scholarship applications.

The nominated **INO-Scholarship** must complete registration on NSP and undergo Aadhaar-based biometric authentication.

Pre-Requisites for Registration
Before filling the Registration Form, ensure the following:

1. Aadhaar Number of:
 INO-Scholarship
 Head of Institute (HoI)

2. Aadhaar-linked mobile number of:
 INO-Scholarship
 Head of Institute (HoI)

3. Valid Identity Proof of INO

Steps to be performed
A. By INO-Scholarship
1. Step 1: Fill the Registration Form on NSP
2. Step 2: Complete Aadhaar-based Biometric Authentication
 • Both INO-Scholarship and HoI must complete Aadhaar-based Face Authentication using:
 NSP Face Auth App
 Aadhaar Face RD App
 (Available on Google Play Store)
3. Step 3: Print, sign, stamp and upload the Registration Form on NSP

B. By Head of Institute (HoI)
1. Step 4: Approve the Registration Form on NSP

C. By Ministry / Department
1. Step 5: Provide final approval for:
 • INO-Scholarship
 • Head of Institute (HoI)

Continue to Registration

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3.2 Institute Details

- a) Upon clicking “Continue to Registration”, the user will be redirected to the “Registration” page.
- b) The user is required to enter the Institute details under the “Fill Registration Form” section.
- c) The following details must be entered by the user:
 - i. The institute’s AISHE/UDISE+/NCVT/SCVT Code.
 - ii. Enter the CAPTCHA code displayed on the screen.
 - iii. Click Next.

The screenshot displays the 'Institute KYC Registration for Scholarship' portal. The header includes the Government of India logo, Ministry of Electronics & Information Technology, and Digital India logo. The main content area features a 'Registration' sidebar with steps: 1. Fill Registration Form (highlighted), 2. Nodal Officer, 3. Institute Head, 4. Finish, 5. Biometric Authentication, 6. Print & Upload Registration Form, 7. Approval by Head of Institute, and 8. Approval by Ministry/ Department. The main form area is titled 'Institute Details' and contains three input fields: 'AISHE/UDISE+/NCVT/SCVT Code' with a placeholder 'Enter AISHE/UDISE+/NCVT/SCVT Cod', 'Captcha' with a visual captcha 'zh5vQh' and a refresh button, and 'Enter Captcha Code' with a placeholder 'Enter Captcha Code'. A 'Next' button is located below the form. The footer includes logos for the Ministry of Electronics and Information Technology, myGov, India.gov.in, and Digital India, along with links for Copyright Policy, Privacy Policy, Terms and Conditions, Disclaimer, Hyperlink, and Site Map. The text 'Last updated on: June, 2026' is at the bottom.

- d) Upon successful verification of the AISHE/UDISE+/NCVT/SCVT Code, the system validates the institute details. If the verification is successful, a confirmation pop-up message will be displayed as shown below:

The screenshot displays the 'Institute KYC Registration Process' interface. At the top, there is a header with the word 'Institute' and a decorative banner. Below this, the navigation bar includes 'Government of India', 'Ministry of Electronics & Information Technology', and 'Digital India'. The main content area is titled 'Institute Details' and features a sidebar with a progress indicator. The progress indicator shows five steps: 1. Fill Registration Form (selected), 2. Biometric Authentication, 3. Print & Upload Registration Form, 4. Approval by Head of Institute, and 5. Approval by Ministry/ Department. The 'Fill Registration Form' step is further broken down into: 1. Institute Details, 2. Nodal Officer, 3. Institute Head, and 4. Finish. The main form area is partially obscured by a white pop-up window with a green checkmark icon and the text 'Verification successful!, No data found.' and an 'OK' button. Below the pop-up, a 'Next' button is visible. The footer contains links for 'Copyright Policy', 'Privacy Policy', 'Terms and Conditions', 'Disclaimer', 'Hyperlink', and 'Site Map', along with the text 'Last updated on: May, 2026'.

- e) After successful verification, the Institute Details page will be displayed. The following fields will be auto-populated based on the AISHE/UDISE+/NCVT/SCVT data:
- AISHE/UDISE+/NCVT/SCVT Code
 - Institute Name
 - State
 - District

The user must complete the remaining fields:

- Institute Address
- State for Affiliated University
- Affiliated University/Board
- Institute Management Type/Nature
- Institute Website URL

After entering all required details, user must click **Next**.

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English

Institute

← Institute KYC Registration for Scholarship | User Manual For Institute KYC Registration

Registration

1 Fill Registration Form

2 Biometric Authentication

3 Print & Upload Registration Form

4 Approval by Head of Institute

5 Approval by Ministry/ Department

Institute Details

AISHE/UDISE+/NCVT/SCVT Code

Name

State

District

Institute Address

State for Affiliated Board/University

Affiliated Board/University

Institute Management Type

Institute Website URL

Next

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3.3 Institute Nodal Officer (INO) Details

- a) Upon clicking **“Next”**, the user is redirected to the **“Nodal Officer”** page, where the details of the Institute Nodal Officer (INO) for Aadhaar authentication are displayed. The user is required to enter the following information:
- Mobile Number (linked with Aadhaar)
 - Aadhaar Number
 - Name as in Aadhaar
 - Date of Birth
 - Gender
 - Designation
 - Official Mail ID

- viii. Alternate Contact Number
- ix. INO Identity Proof Upload

The INO Identity Proof must be uploaded in PDF format within the prescribed file size limit.

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Ministry of Electronics & Information Technology
Digital India
English



Institute

Institute KYC Registration for Scholarship
User Manual For Institute KYC Registration

Registration

- Fill Registration Form
 - Institute Details
 - Nodal Officer
 - Institute Head
 - Finish
- Biometric Authentication
- Print & Upload Registration Form
- Approval by Head of Institute
- Approval by Ministry/ Department

Enter Institute Nodal Officer's Details for Aadhaar Authentication

Note:
INO is advised to carefully enter Aadhaar related information (i.e Aadhaar number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhaar. It is Mandatory to upload scanned copy of valid Government issued identity proof of Institute Nodal Officer for (INO-NSP) (only pdf & jpeg between 50kb to 500kb file size allowed).

Mobile Number (linked with Aadhaar)

Enter Mobile No.

Validate mobile number

Aadhaar Number

Nodal officer's Aadhaar Number

Name as in Aadhaar

Nodal Officer's name as in Aadhaar

Date of Birth

DD/MM/YYYY

Gender

Select Option

Designation

Enter Designation

Official Mail ID

Enter Official Mail ID

Alternate Contact No.

Enter Alternate Contact No.

INO Identity Proof (only pdf & jpeg between 50kb to 500kb file size allowed)

Select File

Upload

☐ I provide my consent to National Scholarships Portal (NSP) to authenticate my Aadhaar details, provided above, from UIDAI. I understand that NSP may use my Aadhaar details for the purpose of registering me as Institute Nodal Officer.

Previous

Next







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- b) User must then enter the mobile number linked with Aadhaar and click on Validate Mobile Number.
- c) An OTP is sent to the registered mobile number.
- d) Enter the OTP received on the mobile device and click on Verify.

The screenshot displays the NSP National Scholarship Portal interface. On the left, a sidebar lists the registration steps: 1. Biometric Authentication, 2. Print & Upload Registration Form, 3. Approval by Head of Institute, 4. Approval by Ministry/ Department, and 5. Approval by Ministry/ Department. The main content area shows a form with fields for Mobile, Aadhaar, Name, Date of Birth, Gender, and Designation. A modal window titled "OTP Verification" is overlaid on the form, displaying the message: "We have sent an OTP to your mobile number. Please enter it below." Below the message is a text input field for the OTP. At the bottom of the modal are three buttons: "Cancel", "Resend OTP (23s)", and "Verify". To the right of the modal, there is a large orange button labeled "Validate mobile number".

- e) After successful OTP verification, the system will display a confirmation message indicating that the mobile number has been verified successfully.

Institute KYC Registration Process

Institute

← Institute KYC Registration for Scholarship User Manual For Institute KYC Registration

Registration

1 Fill Registration Form

Enter Institute Nodal Officer's Details for Aadhaar Authentication

Government of India Ministry of Electronics & Information Technology Digital India

English

nspr national scholarship portal

2 Biometric Authentication

3 Print & Upload Registration Form

4 Approval by Head of Institute

5 Approval by Ministry/ Department

Mobile Aadhaar/

Aadhaar

Name

Date of Birth

Gender Select Option

Designation Enter Designation

Official Mail ID Enter Official Mail ID

Alternate Contact No. Enter Alternate Contact No.

INO Identity Proof (only pdf & jpeg between 50kb to 500kb file size allowed) Select File

☐ I provide my consent to National Scholarships Portal (NSP) to authenticate my Aadhaar details, provided above, from UIDAI. I understand that NSP may use my Aadhaar details for the purpose of registering me as Institute Nodal Officer.

Previous Next

- f) Next, select the consent declaration checkbox authorizing NSP to authenticate Aadhaar details through UIDAI and click on Next to proceed.

Institute

←

Institute KYC Registration for Scholarship

User Manual For Institute KYC Registration

Registration

1 Fill Registration Form

1 Institute Details

2 Nodal Officer

3 Institute Head

4 Finish

2 Biometric Authentication

3 Print & Upload Registration Form

4 Approval by Head of Institute

5 Approval by Ministry/ Department

Enter Institute Nodal Officer's Details for Aadhaar Authentication

Note:

INO is advised to carefully enter Aadhaar related information (i.e Aadhaar number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhaar. It is Mandatory to upload scanned copy of valid Government issued identity proof of Institute Nodal Officer for (INO-NSP) (only pdf & jpeg between 50kb to 500kb file size allowed).

Mobile Number (linked with Aadhaar)

✓ Verified

Aadhaar Number

Name as in Aadhaar

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English

NSP

national scholarship portal

Designation

Official Mail ID

Alternate Contact No.

Enter Alternate Contact No.

INO Identity Proof(only pdf & jpeg between 50kb to 500kb file size allowed)

Download File

✓

I provide my consent to National Scholarships Portal (NSP) to authenticate my Aadhaar details, provided above, from UIDAI. I understand that NSP may use my Aadhaar details for the purpose of registering me as Institute Nodal Officer.

Previous

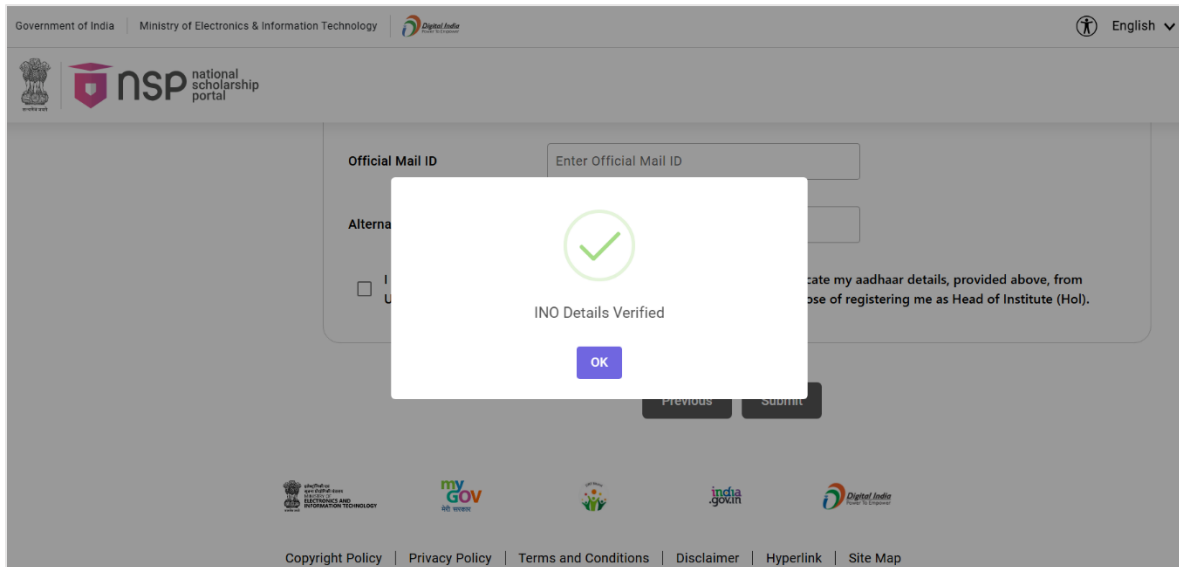
Next

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g) The system then verifies the details of INO details as entered by the user.

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3.4 Head of Institute (HoI) Details

- a) Upon successful verification of the INO, the user is redirected to the “Institute Head” page. The user is required to enter the following information:
- Mobile Number (linked with Aadhaar)
 - Aadhaar Number
 - Name as in Aadhaar
 - Date of Birth
 - Gender
 - Designation
 - Official Mail ID
 - Alternate Contact Number

Institute

← Institute KYC Registration for Scholarship User Manual For Institute KYC Registration

Registration

- 1 Fill Registration Form
 - 1 Institute Details
 - 2 Nodal Officer
 - 3 Institute Head
 - 4 Finish
- 2 Biometric Authentication
- 3 Print & Upload Registration Form
- 4 Approval by Head of Institute
- 5 Approval by Ministry/ Department

Enter Institute Head Details for Aadhaar Authentication

Note:
Head is advised to carefully enter Aadhaar related information (i.e Aadhaar number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhaar.
The Aadhaar, Name as in Aadhaar, Date of Birth, Gender and mobile Number has been verified from UIDAI.

Mobile Number (linked with Aadhaar) Validate mobile number

Aadhaar Number

Name as in Aadhaar

Date of Birth

- Hol is required to enter the mobile number linked with Aadhaar and click on “Validate Mobile Number”.
- Subsequently, the Hol must enter the OTP received on the registered mobile number and click on “Verify”.

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nspr national scholarship portal

- 1 Institute Details
- 2 Nodal Officer
- 3 Institute Head
- 4 Finish
- 2 Biometric Authentication
- 3 Print & Upload Registration Form
- 4 Approval by Head of Institute
- 5 Approval by Ministry/ Department

OTP Verification

We have sent an OTP to your mobile number. Please enter it below.

Cancel **Resend OTP** **Verify**

Mobile Number (linked with Aadhaar) Validate mobile number

Aadhaar Number

Name as in Aadhaar

Date of Birth

- After successful OTP verification, the Aadhaar-linked details are displayed. The user must:
 - Verify all details carefully.
 - Select the consent declaration checkbox.
 - Click Submit.

- e) After successful submission of HOI details, the system verifies the details and displays a confirmation message.

The screenshot displays the NSP (National Scholarship Portal) interface for Institute KYC Registration. The header includes the Government of India logo, Ministry of Electronics & Information Technology, and the NSP logo. The main navigation bar shows 'Institute KYC Registration for Scholarship' and 'User Manual For Institute KYC Registration'. The left sidebar lists the registration steps: 1. Fill Registration Form (selected), 2. Biometric Authentication, 3. Print & Upload Registration Form, 4. Approval by Head of Institute, and 5. Approval by Ministry/ Department. The main content area is titled 'Enter Institute Head Details for Aadhaar Authentication'. It features a note advising the user to carefully enter Aadhaar-related information (Aadhaar number, Name, Gender, Mobile Number & Date of Birth) as mentioned in her/his Aadhaar. Below the note, there are input fields for Mobile Number (linked with Aadhaar), Aadhaar Number, Name as in Aadhaar, Date of Birth, Gender, Designation, Official Mail ID, and Alternate Contact No. A green 'Verified' button is next to the Mobile Number field. At the bottom, there is a checkbox for consent to the NSP's terms of use, followed by 'Previous' and 'Submit' buttons.

3.5 Registration Completion

- a) Upon successful completion of the registration process, the system generates a unique KYC Registration Reference ID.

- b) The user is advised to note the reference number for future use.

The screenshot displays the 'Institute KYC Registration for Scholarship' portal. At the top, there is a header with the word 'Institute' and a navigation bar with a back arrow, the portal title, and a 'User Manual' link. Below this is a 'Registration' section with a progress indicator. The main content area shows the 'Institute Head' step as completed, with a 'Finish' button. A central modal window displays a green checkmark and the message: 'Successfully Registered on NSP! Please note your Reference ID: PB20262745811'. The footer includes logos for the Government of India, Ministry of Electronics & Information Technology, myGov, India.gov.in, and Digital India, along with links to Copyright Policy, Privacy Policy, Terms and Conditions, Disclaimer, Hyperlink, and Site Map. The page is dated 'Last updated on: May, 2026'.

- c) The registration process under Fill Registration Form is marked as completed.
- d) The page also displays instructions regarding printing, attestation, and submission of the KYC Registration Form.

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Institute

← Institute KYC Registration for Scholarship User Manual For Institute KYC Registration

Registration

- 1 Fill Registration Form
 - 1 Institute Details
 - 2 Nodal Officer
 - 3 Institute Head
 - 4 Finish
- 2 Biometric Authentication
- 3 Print & Upload Registration Form
- 4 Approval by Head of Institute
- 5 Approval by Ministry/ Department

Note:

Please get the printout of KYC form attested by Head of the institute after affixing your latest passport size photograph on it. Attested copy of KYC will be uploaded on the portal for approval by HoI and onward forwarding to Ministry Nodal Officer for approval. INO will submit original attested copy to the MND and keep the photocopy of attested KYC in institute for records.

Your Institute KYC Registration Form Number:

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4. Biometric Authentication

4.1 Aadhaar based face Authentication

- After completion of the registration form, the user must proceed to the Biometric Authentication section.
- If an existing KYC registration already exists for the AISHE/UDISE+/NCVT/SCVT Code, the system displays the current KYC status and provides navigation options.

Institute KYC Registration Process

The screenshot shows the NSP portal with a modal titled "Existing KYC Found". The modal contains a table with KYC Reference No. and Status. The Status field indicates that the KYC form has been filled by the INO, but faceAuth is pending for both INO and Hol. Below the table are two buttons: "Continue to fill form" and "Go to Biometric Authentication".

KYC Reference No.	Status
	KYC Form Filled by INO, faceAuth of INO & Hol is pending. KYC Form can be printed after faceAuth of both Hol and INO.

- c) When the user clicks on “Go to Biometric Authentication” option, the system displays instructions for completing Aadhaar-Based Face Authentication for both:
- Institute Nodal Officer (INO)
 - Head of Institute (Hol)

The screenshot shows the NSP portal with the "Biometric Authentication" section highlighted. The section is titled "Aadhaar-Based Face Authentication (BIO Auth)" and includes instructions for INO and Hol. The instructions are as follows:

Applicable for: INO & Hol

Important:

Hol can complete Face Authentication only after the designated INO has successfully completed Face Authentication. How to Complete Face Authentication.

1. Make sure your Aadhaar Face RD app is installed on your Android mobile phone.
2. Download and install the NSP Face Auth App from the Google Play Store.
3. Open the NSP Face Auth App.
4. Select "NEW INSTITUTE WITH FORM REF. NO.".
5. In the "I am" field, select your role:
INO or Hol
6. Enter your Institute Registration Form / KYC Registration Number.
7. Verify the institute details shown on the screen and tap Proceed for Face Authentication.
8. Allow camera access when prompted.
9. Follow the on-screen instructions to complete Aadhaar-based Face Authentication using your mobile camera.

5. Print & Upload Registration Form

- a) After successful biometric authentication, the INO can proceed to the “Print & Upload Registration Form” section.
- b) The system will display the current KYC status and will provide the option to “Go to Print & Upload”.

The screenshot shows the NSP Institute KYC Registration Portal. A modal titled "Existing KYC Found" is displayed, indicating that KYC form(s) already exist for this AISHE/UDISE+ code. The modal contains a table with the following data:

KYC Reference No	Status
	KYC Form Filled by INO, faceAuth of INO & HoI completed but attested copy not uploaded by INO.

Below the table, there are two buttons: "Continue to fill form" and "Go to Print & Upload". The background shows the "Registration" section with steps: 1. Fill Registration Form (Institute Details, Nodal Officer, Institute Head, Finish), 2. Biometric Authentication, 3. Print & Upload Registration Form, 4. Approval by Head of Institute, 5. Approval by Ministry / Government.

- c) Upon selecting the “Go to Print & Upload”, the INO is required to:
 - i. Enter the KYC Registration Reference Number.
 - ii. Click on Send OTP & Print.
 - iii. Complete the OTP verification.
 - iv. Download or print the KYC Registration Form.

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English

Institute

← Institute KYC Registration for Scholarship | User Manual For Institute KYC Registration

Registration

- 1 Fill Registration Form
 - 1 Institute Details
 - 2 Nodal Officer
 - 3 Institute Head
 - 4 Finish
- 2 Biometric Authentication
- 3 **Print & Upload Registration Form**
- 4 Approval by Head of Institute
- 5 Approval by Ministry/ Department

Print & Upload Registration Form

KYC Form Status
KYC Form Filled by INO, faceAuth of INO & HoI completed but attested copy not uploaded by INO.

Print KYC Form
Enter your KYC Reference No. and click the button to receive an OTP. After verification, you can print or download the KYC form.

KYC Reference No.

[Send OTP & Print](#)

Upload Attested KYC Print Form
Please upload a JPEG or PDF file between 50 KB and 500 KB.

Upload Attested KYC Form
[Choose File](#) No file chosen

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d) After printing the KYC form, INO must:

- i. Affix the latest passport-size photograph.
- ii. Get the form duly attested/signed by the Head of Institute.
- iii. Scan the attested KYC Registration Form.
- iv. Upload the scanned document in PDF format.

Note: Upload Requirements

- File Format: PDF
- File Size: 50 KB to 500 KB

Institute

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NSP national scholarship portal

1 Institute Details
2 Nodal Officer
3 Institute Head
4 Finish
5 Biometric Authentication
6 **Print & Upload Registration Form**
7 Approval by Head of Institute
8 Approval by Ministry/ Department

Print KYC Form
Enter your KYC Reference No. and click the button to receive an OTP. After verification, you can print or download the KYC form.

KYC Reference No. Send OTP & Print

Upload Attested KYC Print Form
Please upload a JPEG or PDF file between 50 KB and 500 KB.

Upload Attested KYC Form

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e) Before accessing the Approval by Head of Institute (HoI) module, the user must verify the institute details.

- i. Enter the institute's AISHE/UDISE+/NCVT/SCVT Code.
- ii. Enter the CAPTCHA code displayed on the screen.
- iii. Click Next.

6. Approval by Head of Institute (HoI)

- a) The Head of Institute must access the HoI approval module by entering the institute AISHE/UDISE+/NCVT/SCVT Code and CAPTCHA.
- b) The system will then display the current KYC Registration status indicating that:
 - i. KYC Form has been filled by the INO.
 - ii. Face Authentication of both INO and HoI has been completed.

- iii. The attested KYC Form has been uploaded.
- iv. Approval by HoI is pending.

c) Click Go to HoI KYC to continue.

The screenshot displays the NSP National Scholarship Portal interface. A modal titled "Existing KYC Found" is open, indicating that KYC forms already exist for the user's AISHE/UDISE+ code. The modal contains a table with the following data:

KYC Reference No	Status
[Redacted]	KYC Form Filled by INO, faceAuth of INO & HoI completed and attested copy uploaded by INO but not approved by Head.

Below the table, there are two buttons: "Continue to fill form" and "Go to HoI KYC". The left sidebar shows the registration process steps, with "1 Fill Registration Form" being the active step. The top navigation bar includes the Government of India logo, Ministry of Electronics & Information Technology, and Digital India logo. The bottom of the page features logos for myGov, India.gov.in, and Digital India.

d) The Head of Institute must review the following information:

- i. **Institute Details** (having parameters KYC Registration Form ID, AISHE/UDISE+/NCVT/SCVT Code, Institute Name, Address, State, District, Affiliated University, Institute Nature, Website URL)
- ii. **Head of Institute Information** (having parameters Aadhaar Details, Name, Date of Birth, Gender, Mobile Number, Official Mail ID, Designation, Contact Information, Photograph)
- iii. **Institute Nodal Officer Information** (having parameters Aadhaar Details, Name, Date of Birth, Gender, Mobile Number, Official Mail ID, Designation, Contact Information, Photograph)

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Registration

1 Fill Registration Form
2 Biometric Authentication
3 Print & Upload Registration Form
4 Approval by Head of Institute
5 Approval by Ministry/ Department

Institute Details

KYC Form Status
KYC Form Filled by INO, faceAuth of INO & Hoi completed and attested copy uploaded by INO but not approved by Head. We advise you to complete the previous steps.

Institute KYC Registration Form Id:
UDISE+ Code
Name

Address:
State:
District:

Affiliated University
Nature:
URL of Institute's Website

Head of Institution Details:
Number of parameter verified from UIDAI.:
Aadhaar Number , Name as in Aadhaar , Gender and Mobile Number as displayed below for the Institute Head have been verified from the UIDAI.

Head Photo

Aadhaar:
Name:
Date of Birth:

Gender:
Mobile Number:
Address:

Official Mail Id:
Designation:
Other Contact Number

Details of Designated Institute's Nodal Officer for NSP(INO-NSP)
Number of parameter verified from MOM.
Aadhaar Number , Name as in Aadhaar Gender and Mobile Number as displayed below for the INO have been verified from the UIDAI.

INO Photo

Aadhaar:
Name:
Date of Birth:

Gender:
Mobile Number:
Address:

Official Mail Id:
Designation:
Other Contact Number

View Attested KYC Form

☒ I have viewed the uploaded KYC Form and declare that this is scanned copy of KYC Form attested by me. Photocopy of this attested registration form has been kept in institute's record file.

Approve

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- e) Hol must click on “View Attested KYC Form” and review the uploaded KYC Registration Form carefully.
- f) Hol then must select the declaration checkbox and click on “Approve”.
- g) After reviewing the KYC Registration Form, verifying the institute details, and approving the registration request, the Head of Institute (Hol) completes the approval process. To finalize the request, Hol must:
 - i. Enter the institute's AISHE/UDISE+/NCVT/SCVT Code.
 - ii. Enter the CAPTCHA code displayed on the screen.
 - iii. Click Next.
- h) The system validates the entered details and updates the KYC registration status. Upon successful validation, the KYC registration request is forwarded to the Ministry/Department concerned for final review and approval.

7. Approval by Nodal Officers (DNO/SNO/MNO)

- a) After approval by the Head of Institute, the KYC Registration request is forwarded to the concerned Nodal Officers (DNO/SNO/MNO) for final verification and approval.
- b) The Nodal Officers review:
 - i. Institute details
 - ii. Aadhaar authentication status
 - iii. Biometric authentication status
 - iv. Uploaded attested KYC Registration Form
 - v. Hol approval status

The screenshot displays the NSP Registration Portal interface. On the left, a sidebar shows the registration process steps: 1. Fill Registration Form (selected), 2. Biometric Authentication, 3. Print & Upload Registration Form, 4. Approval by Head of Institute, and 5. Approval by Ministry/ Department. The main content area shows a modal titled "Existing KYC Found" with a close button (X). The modal text states: "KYC form(s) already exist for this AISHE/UDISE+/NCVT/SCVT code." Below this, a table lists existing KYC records:

KYC Reference No	Status
[Redacted]	KYC Form Filled by INO. Approval by DNO/SNO is pending.

At the bottom of the modal, there are two buttons: "Continue to fill form" and "Go to INO KYC".

- c) Upon successful verification, the institute KYC registration is approved and activated on NSP.

8. Important Pointers

- a) Ensure that all Aadhaar details entered exactly match the information available in UIDAI records.
- b) Mobile numbers used for OTP verification must be linked with Aadhaar.
- c) The uploaded attested KYC Registration Form must be clear and legible.
- d) Keep the KYC Registration Reference Number safe for future reference.
- e) The Head of Institute must retain a photocopy/scanned copy of the attested KYC form for institute records.