

## **TIP SCHOLARSHIP DOCUMENT SUBMISSION CHECKLIST**

**Note:** This checklist is for general understanding only. Actual required documents may vary depending on scholarship type. Each application form will specify the exact required documents.

### **DOCUMENT CHECKLIST**

- Completed scholarship application form (online)
- Institutional undertaking / declaration form (if required)
- Copy of latest transcript / marksheet
- Previous academic transcripts (if applicable)
- Admission offer letter (for new students, if required)
- CNIC / B-Form (student)
- CNIC of parent/guardian
- Domicile certificate (if required by donor/criteria)
- Certificates of achievements / awards
- Co-curricular / extracurricular participation proof
- TCF background certificate (if applicable for preference-based scholarships)
- Donor-specific form or essay/SOP (if required)
- Enrollment/bonafide certificate from institute
- Fee challan / fee receipt (if required)
- Employment verification (if scholarship is employer-linked)

### **FINANCIAL DOCUMENTS (FOR NEED-BASED SCHOLARSHIPS)**

- Income certificate or salary slip of parent/guardian
- Bank statement (last 3–6 months, if required)
- Utility bills (electricity/gas/water), if requested
- Any supporting proof of financial condition

### **FINAL SUBMISSION CHECKS (VERY IMPORTANT)**

- All documents are clear scanned copies
- Files are properly named and labeled
- Documents are complete and in correct order
- All required signatures/attestations are included
- Submission confirmation saved (screenshot/email)