



Institute of
Business Administration
Karachi

Leadership and Ideas for Tomorrow

IBA SCHOLARSHIP FORM

- This scholarship is based on assessment of legitimate need. The committee takes decisions on the basis of information provided in this form and its own investigations. Candidates are also required to appear for interview to provide additional information.

- **IN CASE OF PROVIDING FALSE INFORMATION:**
 - The admission of the Candidate will be cancelled in case of 1st Semester students.\
 - In case of existing students, immediate repayment of the total Scholarship along with a **fine** amounting to the Scholarship paid to the student will be required. Such a student will also be disqualified for applying for any further loan / scholarship.

DOs & DONTs OF FILLING OUT THE IBA SCHOLARSHIP APPLICATION FORM

DOs:

- ✓ Submit the completed Application Request Form to the relevant Program office for onward submission to the Scholarship Committee.
- ✓ Read the general information thoroughly, which will enable you to prepare the application form.
- ✓ Make photocopies of the application form when it reaches you, and keep the original in a safe place. Fill out the photocopies first and when everything is clear and final, copy out the same on the original.
- ✓ Read the form very carefully before filling it to be able to get a clear picture of the requirements.
- ✓ Fill in the form in black ink with a ballpoint pen and write in block letters.
- ✓ Furnish factual, comprehensive and authentic information in the form.
- ✓ Provide educational information in chronological order.
- ✓ Whenever in doubt or lost seek help from the relevant Program office.
- ✓ Keep for yourself photocopy of the filled-in original application for your reference and for exigencies.
- ✓ Double check to ensure that you have attached all the required documents.
- ✓ Carefully note down your enrollment number and remember to use it correctly during future correspondence.
- ✓ Answer all questions. Those not applicable should be marked N/A. All required documents (wherever applicable) listed below are to be attached.

- 1) Salary Slip / Salary certificate (or pension slip) of all earning family member. _____
- 2) Copies of CNIC's _____
- 3) Bank statements for last six month of all family members having an account. _____
- 4) Income Tax Certificate / Income tax returns of all earning family members for last year. _____
- 5) Fee bill and any concession document from the last institution you attended. _____
- 6) Utility bills last six month; _____
 - a) Electricity
 - b) Telephone
 - c) Gas
 - d) Water
- 7) Saving certificates, bonds, shares, investments, CDC account statement. _____
- 8) Property ownership documents, including agriculture land, plots and houses. _____
- 9) Rent agreement. _____
- 10) Loan document(s), including credit card bills and bank loan statements. _____
- 11) Medical bills / expenditure related documents. _____
- 12) Latest fee challans / Fee concession (scholarship / loan) document(s) of sibling(s). _____
- 13) Wealth statement for all family members for last year. _____
- 14) Your domicile certificates. _____
- 15) Any other relevant document(s) necessary to support your application. _____
- 16) Statement of purpose. _____

DONTs

- X Provide vague / incomplete information.
- X Overwrite / scratch on the form.
- X Mail your application.
- X Submit the application form without a folder or with documents in wrong order
- X Leave any questions unanswered.

NON – FINANCIAL DETAILS OF THE FAMILY

Section A: Applicant's information

Affix two
Passport size
Photographs

1. Applicant's Name _____
2. Enrolment Number _____
3. Program/ Class _____ CGPA (last sem.) _____
4. CNIC Number _____
5. Domicile _____
6. Residential Address: _____
7. Tel. # (Res) _____ Cell Phone # _____ Fax # _____
Email ID _____.
8. Marital Status: Single _____ Married _____
9. Name of Educational Institution last attended:
 - a) Secondary School _____
 - b) Higher School _____
 - c) University _____
10. Name and Other Details (including contact number) of Student's Loan / Scholarship availed, if any:
 - a) Existing _____ Percentage _____
 - b) Past _____
11. Present Occupation (if any, please give full details)
12. Nature of employment _____ Name of Company / Employer _____
13. Monthly Income Gross _____ Net _____
14. Annual Income Gross _____ Net _____
15. Previous Occupation (if applicable) _____

1. **Father's / Guardian's Name** _____
2. CNIC Number _____ National Tax Number. _____
3. Residential Address (if different from above): _____
4. Tel. # (Office) _____ Cell Phone # _____ Fax # _____ Email _____
5. Present Occupation (Give full details) _____
6. Designation _____ Name of Company / Employer _____
7. Monthly Income Gross _____ Net _____ Pension (if retired) _____
8. Annual Income Gross _____ Net _____
9. Previous Occupation (if applicable) _____
10. **Mother's Name** _____
11. CNIC Number _____
12. Residential Address (if different from above): _____
13. Tel. # (Office) _____ Cell Phone # _____ Fax # _____ Email _____
14. Present Occupation (Give full details) _____
15. Designation _____ Name of Company / Employer _____
16. Monthly Income Gross _____ Net _____ Pension (if retired) _____
17. Annual Income Gross _____ Net _____
18. Previous Occupation (if applicable) _____
19. **Spouse's Name** _____
20. CNIC Number _____
21. Residential Address (if different from above): _____
22. Tel. # (Office) _____ Cell Phone # _____ Fax # _____ Email _____
23. Present Occupation (Give full details) _____
24. Designation _____ Name of Company / Employer _____
25. Monthly Income Gross _____ Net _____
26. Annual Income Gross _____ Net _____

1. **Details of Assets / Properties (Please mention current market values in Rupees)**

Value of Assets	Father	Mother	Spouse	Self	Brothers/Sisters/ Children	Total
Business	_____	_____	_____	_____	_____	_____
Land & Building	_____	_____	_____	_____	_____	_____
Vehicle(s)	_____	_____	_____	_____	_____	_____
Saving Accounts & Deposits	_____	_____	_____	_____	_____	_____
Investments	_____	_____	_____	_____	_____	_____
Others	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____

2. Accommodation type:

- Apartment Bungalow Town House

3. Accommodation ownership: Family Owned Rented

4. If owned, area of plot _____ Constructed (Covered) area of the house _____

5. Locality of the house _____

6. Total number of rooms in house _____ Number of bedrooms _____

7. Number of Air Conditioners in house _____ Number of Television _____

8. Number of cars owned by the family (with make and model) _____

9. Any other house or flat owned by the family: Yes No

If yes, please give details regarding location, size, rent, etc., on a separate sheet.

10. Agricultural land owned by family: Yes No

If yes, please give details regarding location, size, rent, etc., on a separate sheet.

11. Bank savings Rs. _____ in the form of _____

12. Other investments Rs. _____ in the form of _____

13. Any other property or plots: Yes No

If yes, please give details regarding location, size, rent, etc., on a separate sheet.

14. **Details of Liabilities (Please mention current market values in Rupees):**

a) Amount Outstanding _____

b) Nature _____

c) Repayment Schedule (Please give full details) _____

d) Loan / Debt Maturity Date _____

e) Reason for obtaining loan / debt _____

1. **Family Income (Please attach supports and give full details in Rupees)**

Average Monthly Income arising from:	Father	Mother	Spouse	Self	Brothers/Sisters/Children/Other Supporting hands	Total
Salary	_____	_____	_____	_____	_____	_____
Business	_____	_____	_____	_____	_____	_____
Land & Building	_____	_____	_____	_____	_____	_____
Saving Accounts & Deposits	_____	_____	_____	_____	_____	_____
Investments	_____	_____	_____	_____	_____	_____
Others	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____

2. Annual agricultural income of family _____
3. Any other form of income from assets or otherwise _____
4. TOTAL FAMILY INCOME _____

5. **Family Expenditure (Please attach supports and give full details in Rupees)**

Dependent Family Members: _____

Brothers/Sisters/Children/ Other Dependent Family Members	Age	Occupation (If working)	Name of Institution (if studying)	Fee (per month)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. In case of rented accommodation:
 a) What is the annual rent Rs. _____ b) Is it paid by self / employer? (Strike out one)
7. Utilities Expenditure (average of last six months bills)
 Telephone (or Mobile) Rs. _____ Electricity Rs. _____ Gas Rs. _____ Water Rs. _____ .
8. House hold expenditure (monthly average) Rs. _____
9. Education and transport expenses (monthly average) excluding the applicant's.
 Tuition, Books & Stationery Rs. _____
 Others (Please specify) Rs. _____
10. Car's Make _____ Regn. No. _____ Monthly average Fuel Consumption Rs. _____ (details required)*

11. Taxes (Please specify)
- (I) Income Tax: Rs. _____
 - (II) Property Tax: Rs. _____
 - (III) Others (Please Specify): Rs. _____
 - Licenses _____
12. Travel (In Pakistan and abroad during the past two years. Please give details with approximate expenditure per visit).

13. Any other expenditure (not mentioned above) _____
14. TOTAL EXPENDITURE _____
- * Numbers of siblings are studying. _____

Provide information about all cars / motorcycles that your family possesses.

Mode	Amount (in Rupees)
Self financed / other sources	_____
Financial assistance requested from IBA	_____
Total (tuition fee only)	_____

Have you approached any other agency for assistance for your education i.e. banks, parents/guardian / employer etc.

Agency	Amount applied for	Outcome
_____	_____	_____
_____	_____	_____
_____	_____	_____

The information given in this application is true to the best of my knowledge and I understand that any incorrect information will result in the cancellation of this application. Further, If any information given in this application is found incorrect or false after grant of financial assistance, the Institute will stop further assistance and:

- The admission of the Applicant will be cancelled in case of 1st Semester students.
- In case of existing students, immediate repayment of the total Scholarship along with a fine amounting to the Scholarship paid to the student will be required. Such a student will also be disqualified for applying for any further loan / scholarship.

Date	Signature of Parent / Guardian	Signature of Applicant
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References (Excluding Parents / Guardian):-

1. Name _____
 Relationship: _____
 Home Address _____
 Business Address _____
 Contact Information: Residence: _____ Office: _____ Cell: _____
 NIC #: _____ Signature: _____

2. Name _____
 Relationship: _____
 Home Address _____
 Business Address _____
 Contact Information: Residence: _____ Office: _____ Cell: _____
 NIC #: _____ Signature: _____

OTHER SOURCES MAY BE USED TO VERIFY INFORMATION PROVIDED BY THE APPLICANT.

FOR OFFICE USE ONLY

Comments: _____

Application Review Dates (i) _____ (ii) _____

Amount of Financial Aid Granted: _____