

Guidelines for submitting Account Details, Performance Reports and Mark Sheets Online for Scholarship for Higher Education (SHE)

Please read this guideline before uploading the documents online at the website www.online-inspire.gov.in

Before logging in, please scan and store the following documents as separate files. The same needs to be uploaded as required during the 'On-line Submission' process.

Sl. No.	Name of the Document	File Type	Maximum Size
1.	Front page of SBI Bank passbook (containing account No. and your name)	PDF	1 MB
2.	BSc/Int. MSc Performance Report Please click this link to download the blank format. https://online-inspire.gov.in	PDF	1 MB
3.	BSc/Int. MSc. annual or semester Mark Sheets	PDF	1 MB

Step 1: **LOG in** to the portal by entering the registered email id as user name and the registered password. If you are already logged in, go to Step 2.

Step 2: Upon logging in, a screen will appear where you have to click '**Scholarship**' link.

Step 3: Click the **Related Link icon** at the right hand corner.

To view and print the Offer Letter, please click '**View Offer Letter**' link. Please read the Offer Letter carefully before going to Step 4.

Step 4: Fill in the State Bank of India Account details carefully in the respective fields. Upload scanned copy of first page of SBI passbook containing the account number and name.

Step 5: Press **Submit** button.

After successful submission of bank details, a pop up message will appear stating that '*Your bank details updated successfully*'.

Step 6: Go to **Related Link icon**. Click '**Documents for BSc/MSc**' icon.

Step 7: Upload your documents one by one by selecting 'Documents for the year', 'Mark Sheets' and 'Performance Report'.

Step 8: Press **Submit** button.

After successful submission of Performance Reports and Mark Sheets, a pop up message will appear stating that '*Documents uploaded and submitted for approval. You will be notified if your documents are incomplete or needs further clarification*'.

Step 9: Press **Logout** button.

DO NOT SEND ANY DOCUMENTS BY POST