



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 1<sup>st</sup> 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 1<sup>st</sup> 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: \_\_\_\_\_