Provision of Higher Education Opportunities for the Students of Balochistan and Erstwhile FATA (Phase-III)

User Manual for Scholarship Portal

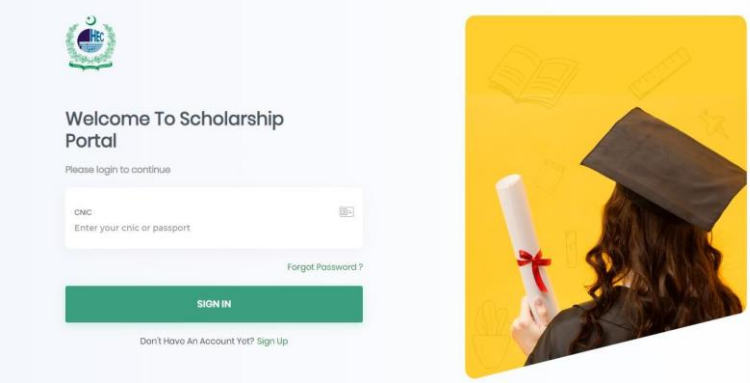
Higher Education Commission Islamabad

Eligibility Criteria

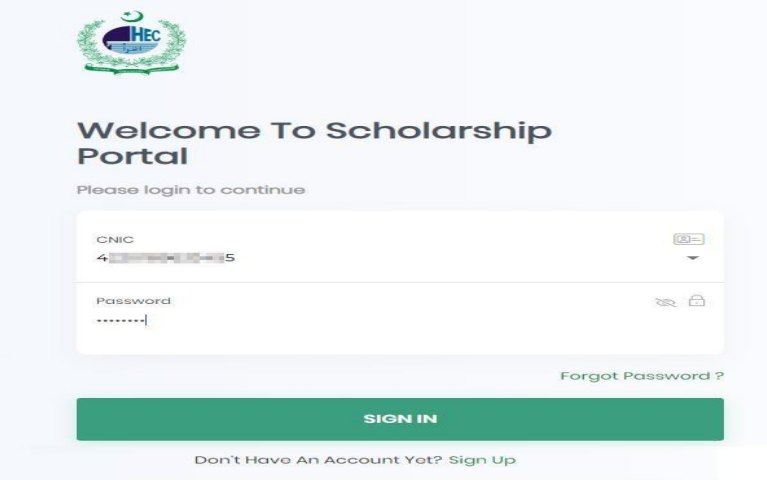
a) Candidates' age must be less than or equal to 22 years on the closing date of the advertisement for the Scholarship Program.
b) Candidate must have a valid Domicile or Local Certificate of Balochistan / Erstwhile FATA duly signed and attested by the respective District Administration.
c) Candidates must have completed 12 years of education with at least 60% marks in FA/F.Sc./I.Com/ICS/DAE or equivalent for the scholarship program.
d) Candidates who are already availing any other HEC/Government scholarship are not eligible to apply. (Candidates provisionally shortlisted in any previous batch of BAL/FATA Phase-III must obtain a prior NOC from PMU-BAL/FATA by emailing bf3@hec.gov.pk before applying.)
e) Candidates must have acquired the requisite academic qualifications on or before the closing date of the advertisement.
f) Students awaiting results are NOT eligible to apply.

Sign Up

Access the scholarships portal through **scholarship.hec.gov.pk**
If you're not registered on the **scholarship.hec.gov.pk** before, Enter your **CNIC/POC,** click **Sign Up** to register yourself first.

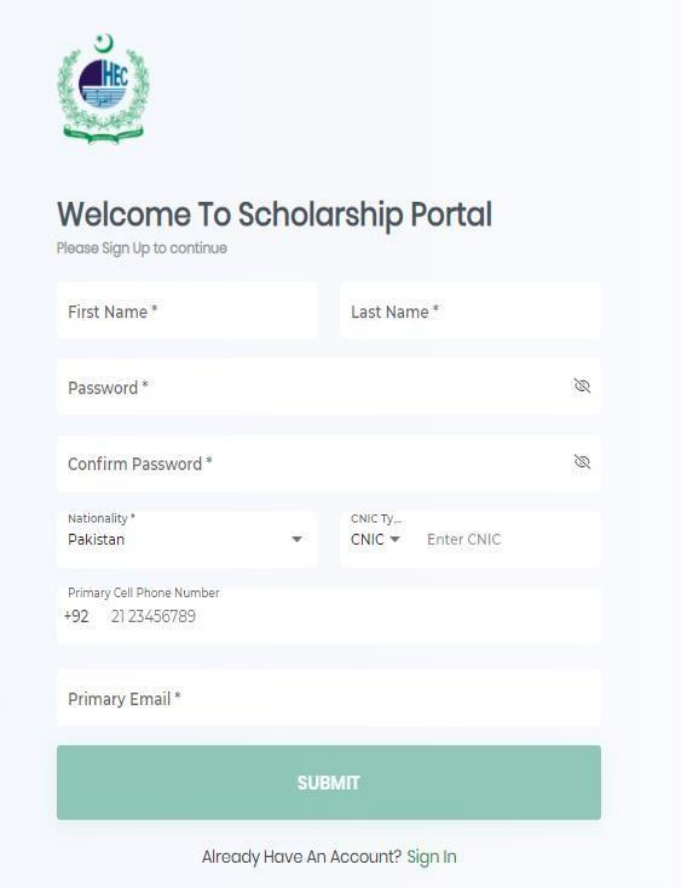


In case you're already registered, please enter your **CNIC/POC** and click **Sign In** button to sign into the portal



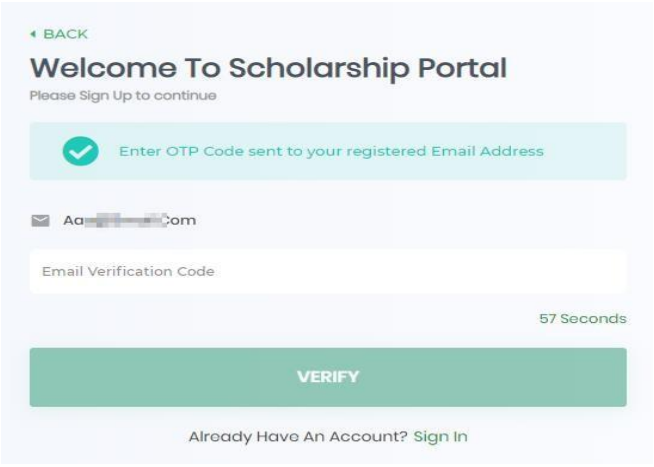
Click on the **Sign Up** button to open the registration form.
Enter valid details according to the instructions given on the sign up form and click **Submit** button after all fields have been filled

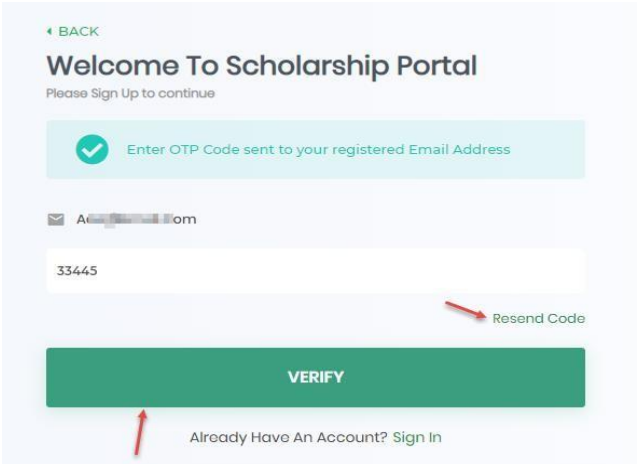
i. **First Name**
ii. **Last Name**
iii. **Nationality** - Overseas and dual national Pakistanis must select "Pakistan" as their Country of Nationality, otherwise select any other country.
iv. **CNIC Type**: CNIC/POC - Users who have entered Pakistan as their Nationality, mustenter this.
v. **Password** - Enter password of your choice, it should be at least 8 characters long,alphanumeric and contain at least one capital letter and one special character
vi. **Confirm Password** – Same as password entered
vii. **Primary Cell Phone Number** - Carefully enter this, as you will receive all updates and alerts regarding your application on this number.
viii. **Primary Email** - Carefully enter this, as you will receive all updates and alerts regarding your application on this email.



On successful submission of the details, you will receive the verification code on your primaryemail.
Enter verification code you received, on **Verify your Email** screen.

Click on the Verify button and verify your email.

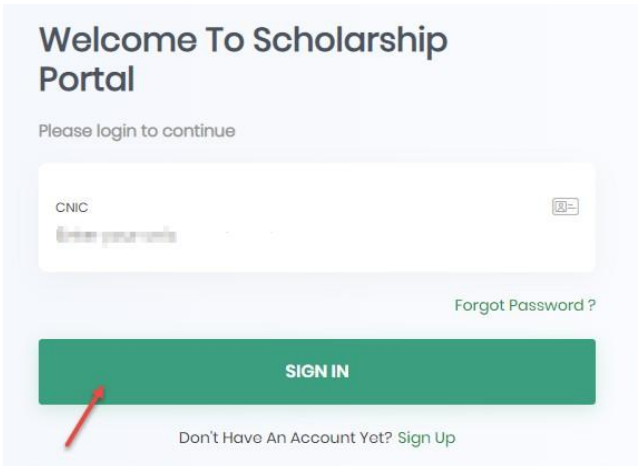


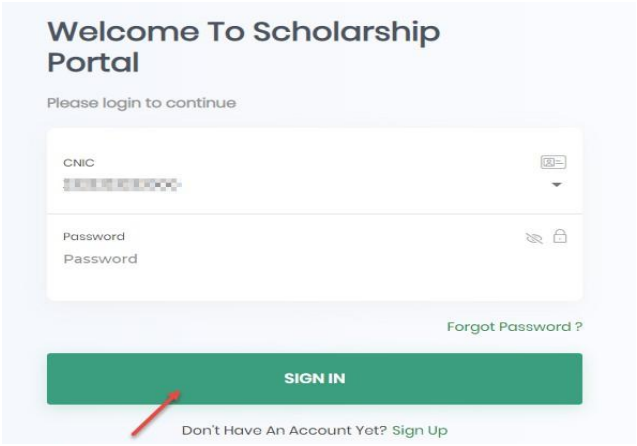


On successful verification of your email ID, your account will be registered.
Using the resend code button, you can also resend the code after 1 minute of time span, in caseyou have not received it in the first attempt.

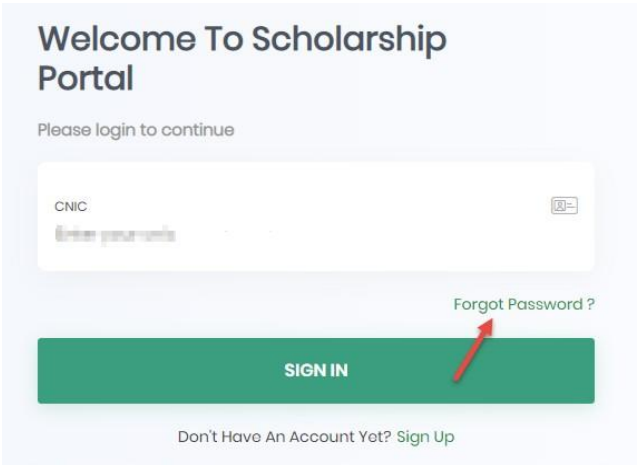
Sign In

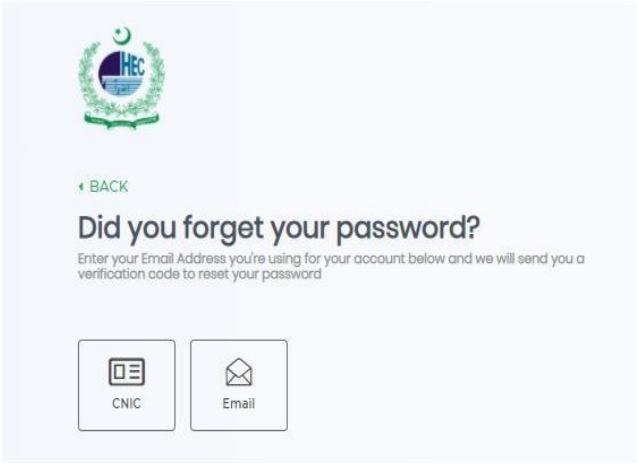
1. In order to Sign in to the Scholarships portal, enter your valid user ID i.e. your CNIC/POC againstwhich you have created your account through the registration process
2. Click on the **Sign In** button on Login page.
3. If account is valid and exists against the entered CNIC/POC, you will be asked to enter password andlogin into the account.





Forgot Password





1. If you have forgotten your account password, click on **Forgot Password** button on the login screen.
2. Choose one of the given options to recover your account password. **CNIC or Email**.

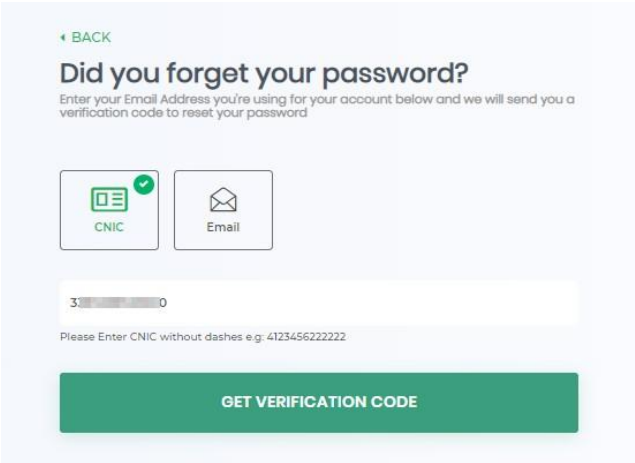
CNIC

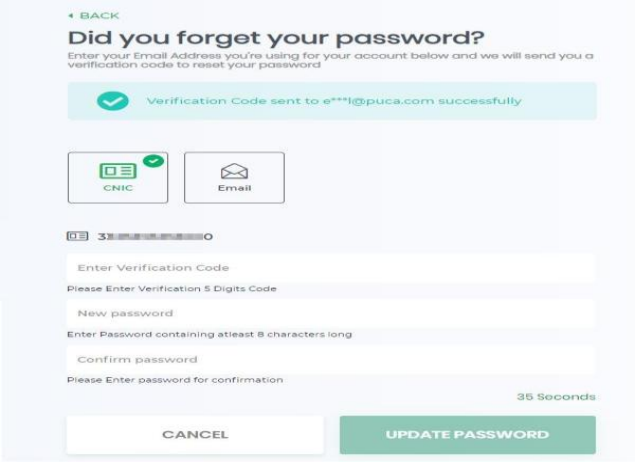
On selecting **CNIC**, you will be asked to enter your registered **CNIC** number

Click on **Get Verification Code** button to receive **Email** on your registered emailaddress.

Enter the received code and your new password and click **Update Password** buttonto update your password.

Using the **Resend Code** button, you can also resend the code after 1 minute of timespan, in case you have not received it in the first attempt.





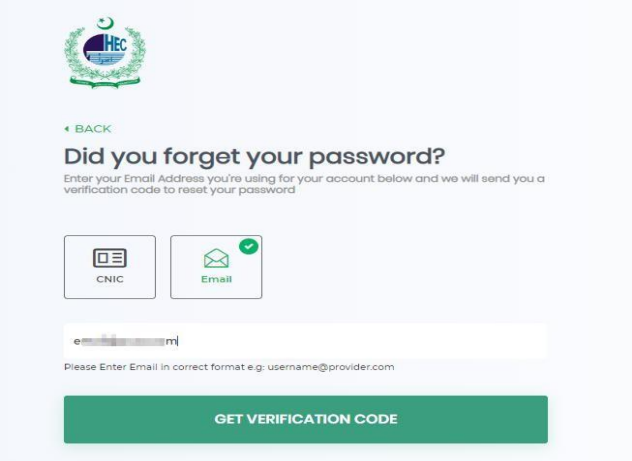
EMAIL

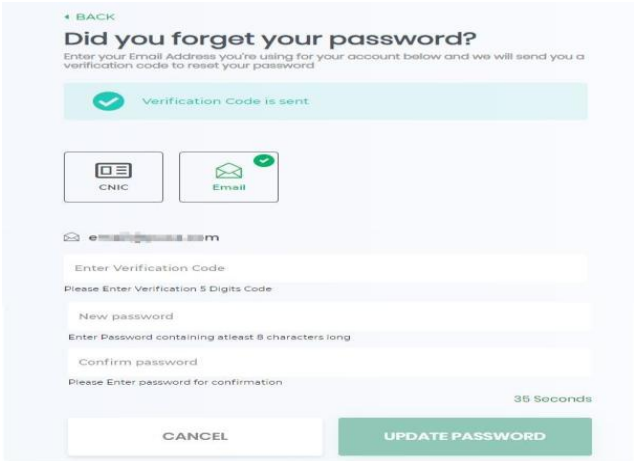
On selecting **Email**, you will be asked to enter your registered **Email Address**.

Click on **Get Verification Code** button to receive **Email** on your registered emailaddress.

Enter the received code and your new password and click **Update Password** buttonto update your password

Using the **Resend Code** button, you can also resend the code after 1 minute of timespan, in case you have not received it in the first attempt.



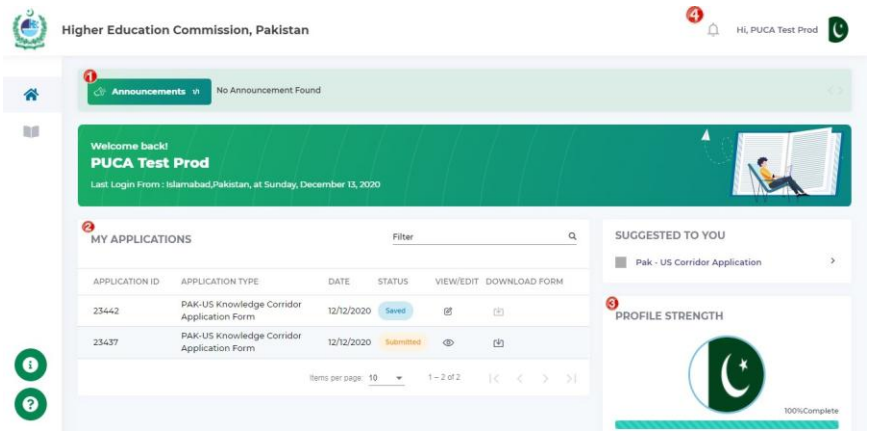


Dashboard

On successful login attempt, you will enter into the dashboard.

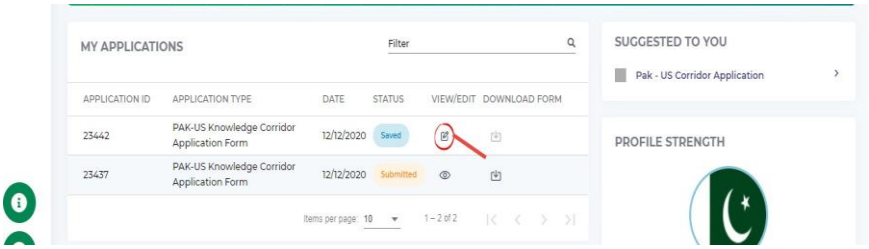
. Announcements: In this section, you will stay updated with the latest announcements by HEC.

. My Applications: From here you can view and edit your application. Also, you can checkthe status of your application and download the documents of your submitted application.



View an application: To view the submitted application, click on the **View** button inthe **My Applications** section on dashboard.

Edit an application: To edit the saved application, click on the **Edit** button in the **MyApplications** section on dashboard.

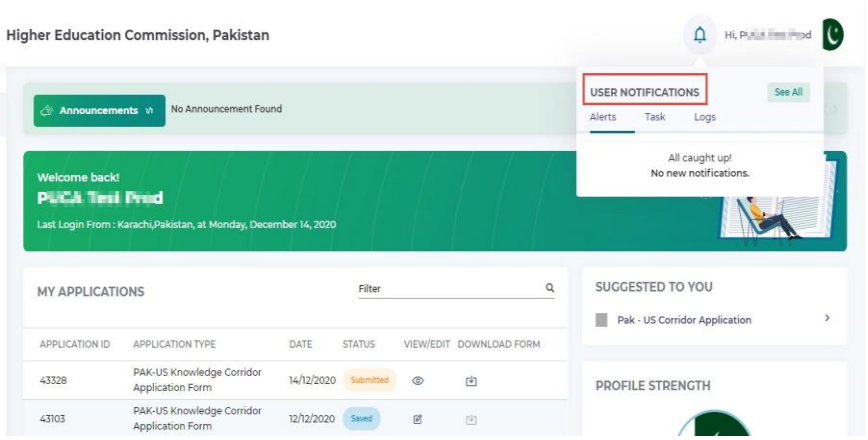


Notifications: On clicking this icon, you will see the following sections.

Alerts: This section update you with any alerts regarding to your application

Tasks: This section will notify you regarding the tasks you have in ‘Assigned toMe’ section.

Logs: Any update made in your common profile section, will appear here

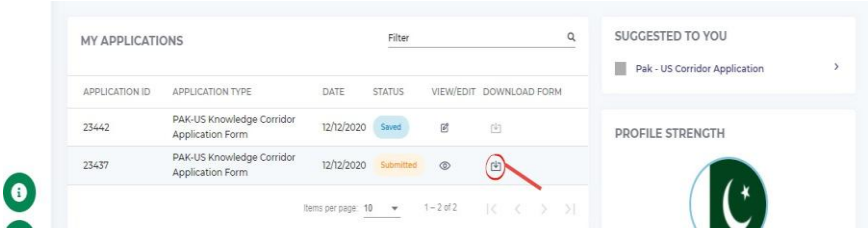


Quick Panel

1. Click on **Quick Panel** icon to open up to quick panel
2. Quick Panel is used to provide you quick help guides for ease
3. Quick Panel consists of 3 sections:
    a. Browser Help Library
    b. Contact Info
    c. Download Resources



Download an Application: To print the submitted application, click on the **Download** button in the **My Applications** section on dashboard.

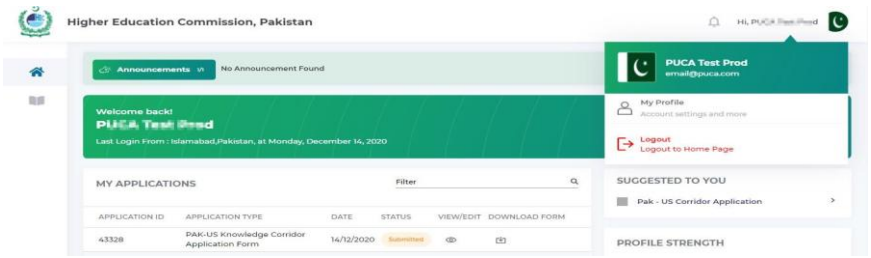


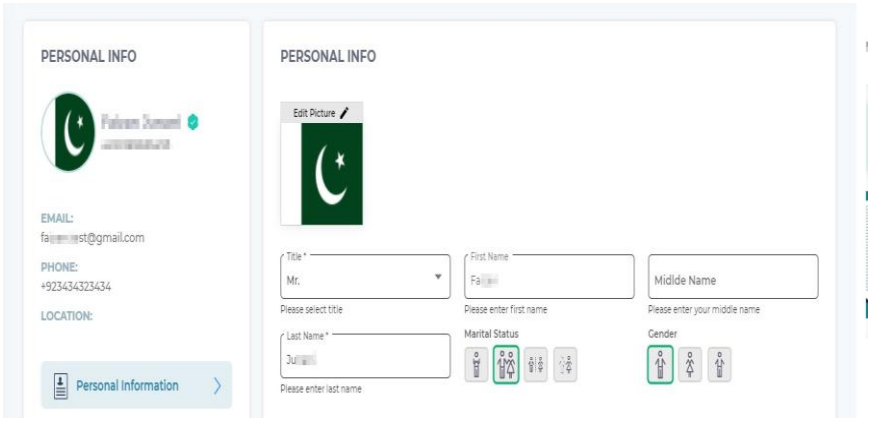
My Profile

When applicant signs in to the Scholarship portal, dashboard is displayed. If the applicant wishes to fill up his profile section, he/she can click on their name on top rightcorner

1. A popup will appear where they will have two options, My Profile and Logout
2. To fill up your profile, click **My Profile** button. Profile page will be displayed to the applicant. The profile page consists of:

    a. Personal Information
    b. Address Information
    c. Education Details
    d. Employment
    e. Change Password
    f. Change Email Domicile Province
    g. Domicile City
    h. Date of Birth (should be same as on CNIC)
    i. Country of Birth (should be same as on CNIC)
    j. Religion
    k. Marital Status
    l. Gender

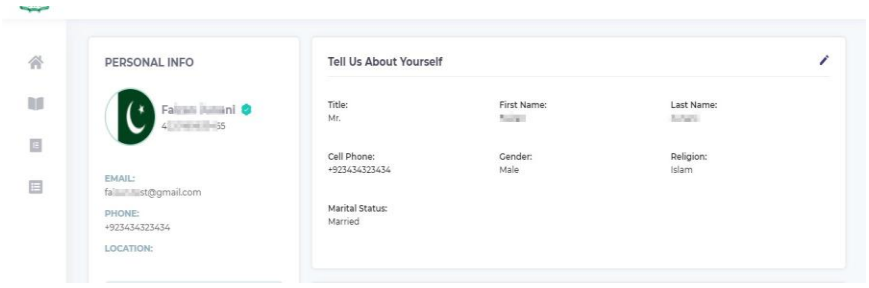




Personal Information

Tell Us about Yourself

1. The first section of Personal Information is **Tell Us About Yourself**
2. Click on the **Pencil** icon to edit your Personal Information section at once.



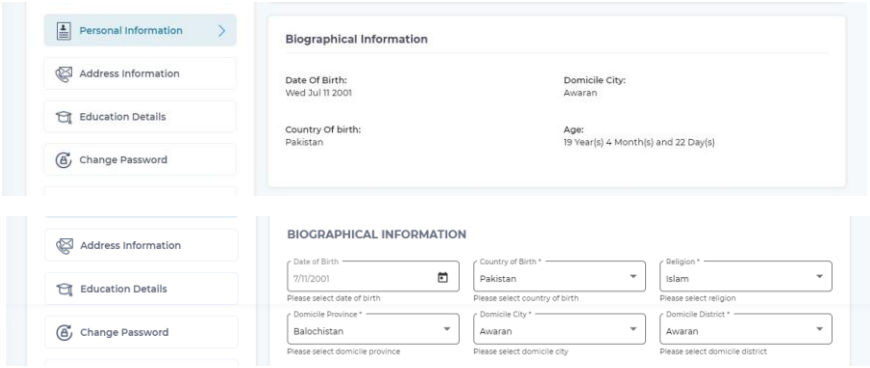
Enter the details for following fields:

a. Title
b. First Name (should be same as on CNIC)
c. Middle Name (should be same as on CNIC)
d. Last Name (should be same as on CNIC)
e. Gender

Biographical Information

The second section of Personal Information is **Biographical Information**
Enter the details for the following fields:

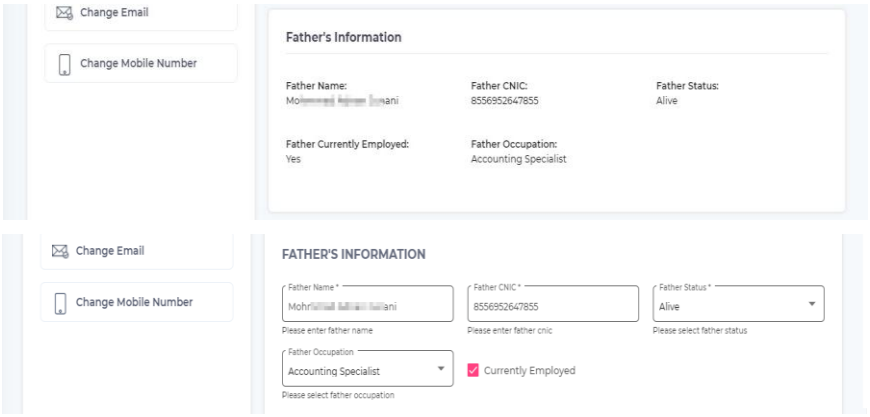
a. Date of Birth
b. Country of Birth
c. Religion
d. Domicile
e. Domicile City
f. Domicile District



Father's Information

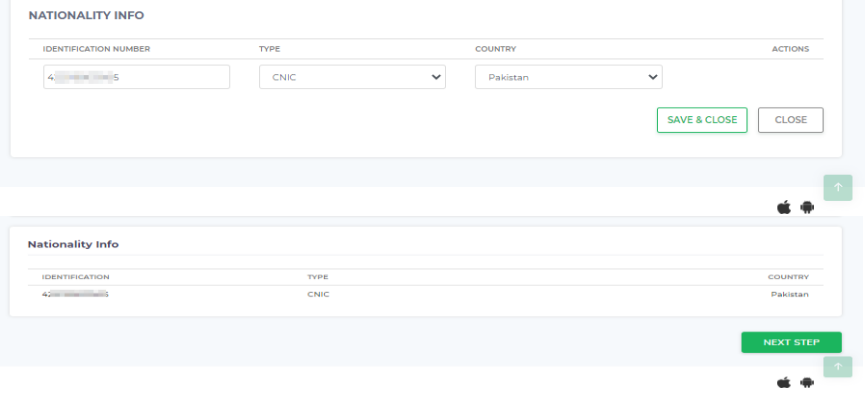
1. The third section of Personal Information is Father's Information
2. Enter the details for the following fields:
    a. Father Name (should be same as on CNIC)
    b. Father CNIC
    c. Father Status
    d. Father Occupation
    e. Currently Employed

(check if your father is currently employed or working)



Nationality Info

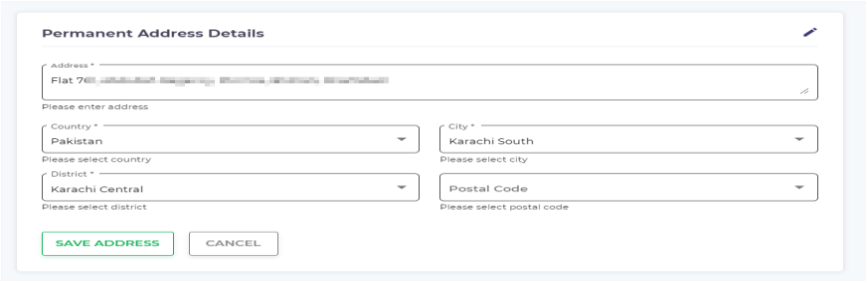
1. The last section of Personal Information is **Nationality Info**
2. If you have registered yourself with CNIC/Passport, then your CNIC/Passport will be displayed here already in read-only form
3. After you're done with filling up your Personal Information section, click on **Save and Close** button to save your Personal Information section.



Address Information

Permanent Address

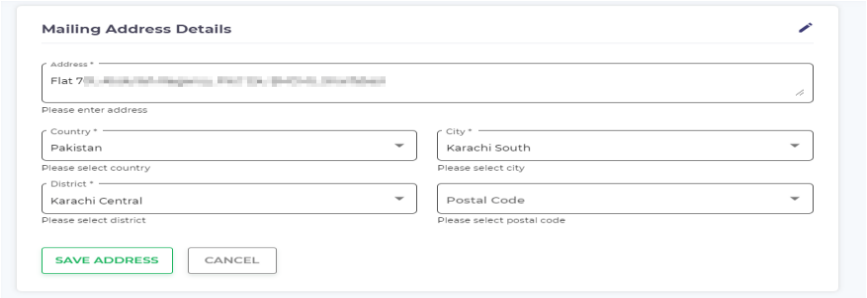
1. To enter your permanent address, click on the **Pencil** icon
2. Enter correct details for the following fields
   a. Address
   b. Country
   c. City
   d. District
   e. Postal Code (if available)
3. Click on **Save Address** button to save your Permanent Address

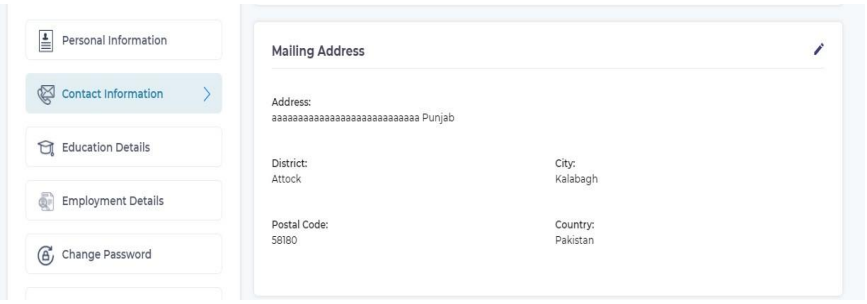




Mailing Address

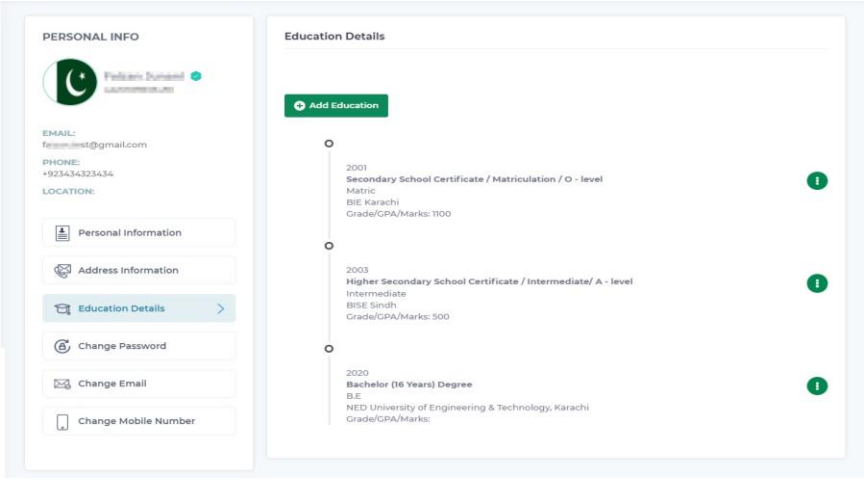
1. To enter your permanent address, click on the **Pencil** icon
2. Enter correct details for the following fields
   a. Address
   b. Country
   c. City
   d. District
   e. Postal Code (if available)
3. Click on **Save Address** button to save your Mailing Address





Education Details

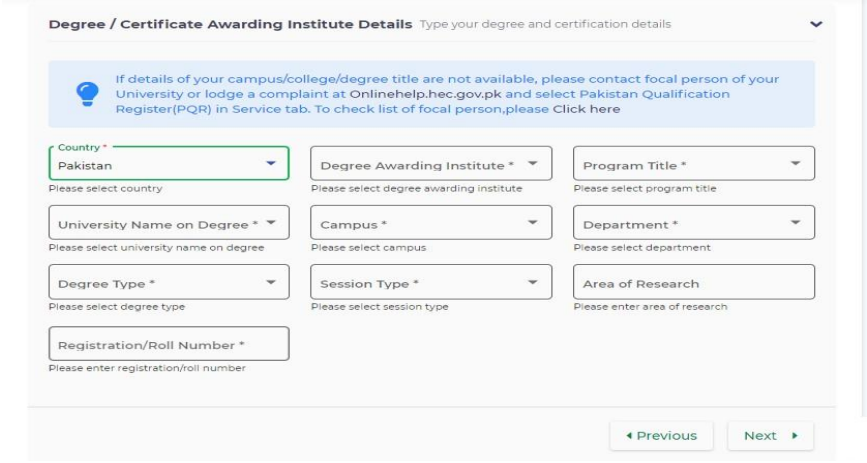
1. Click on **Add Education** to open Add Education screen
2. In the profile section of Scholarship Portal, you can add all your education record that you wish to add,from Matric onwards.



Add Education

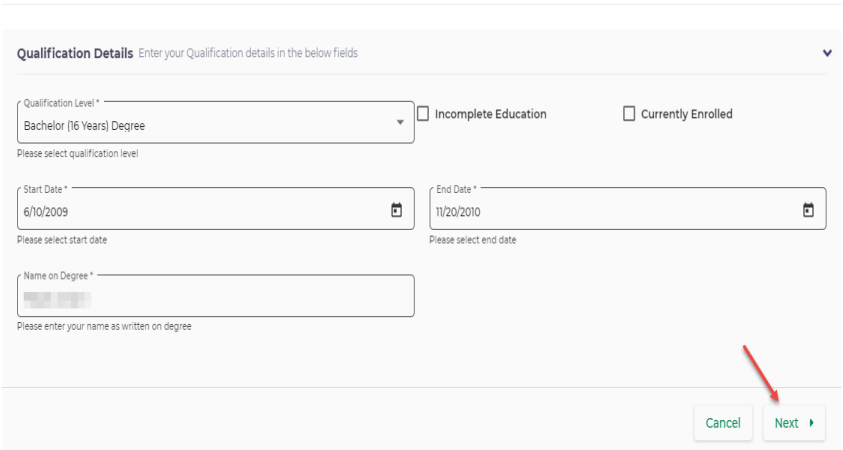
a. Degree/Certificate Awarding Institute Details

i. In case of Pakistani Education, select the Country and Degree Awarding Institute from the list
ii. Select your degree's Program Title and University Name on Degree from the list
iii. Select the Campus and Department of your university
iv. Select the Degree Type and Session Type from the list
vi. Enter your Registration/Roll Number
vii. After adding all the data, click Next button to move to Academic Performance Details section



b. Qualification Details

i. Select the **Qualification Level** of your Degree.
ii. Choose if it's **Incomplete Education** or if you are **Currently Enrolled**
iii. Select the **Start Date** and **End Date** of your degree
iv. Enter your **Name on Degree** that will be printed by your University
v. After adding all the data, click **Next** button to move to **Degree/Certificate Awarding Institute Details** section



c. Academic Performance Details

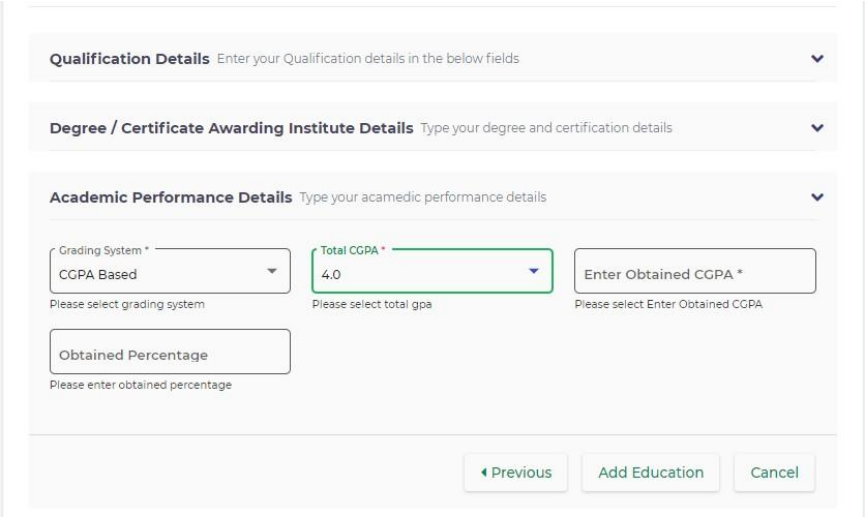
i. Select your Grading System from the list:
   - CGPA Based
   - Percentage Based
   - Marks

ii. Select your Total CGPA from the list:
   - 4.0
   - 5.0

iii. Enter your Obtained CGPA

iv. Enter your Obtained Percentage if you have it

ii. Click Add Education button to successfully add your education details in your Profile



View Education

1. To view your education details, click on 3 dots icon besides each of your education
2. A list menu will open giving your 3 options
3. Click on **View** button to view your education in read-only form



Edit Education

1. To change any of your education details, click on 3 dots icon besides each of your education
2. A list menu will open giving your 3 options
3. Click on **Edit** button to open you education in editable mode and change details



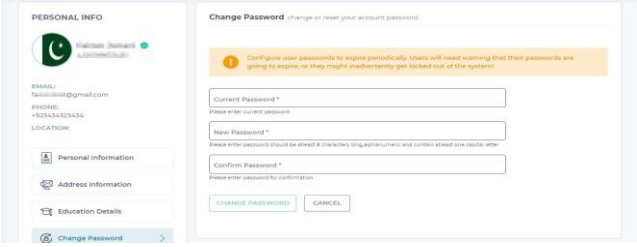
Delete Education

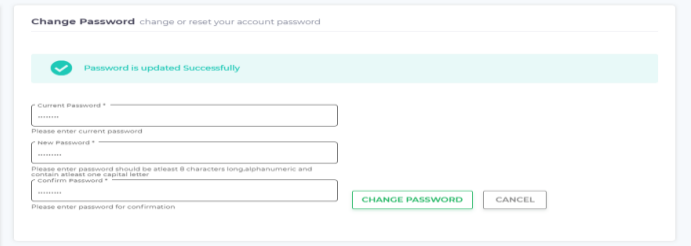
1. To delete any of your education, click on 3 dots icon besides each of your education
2. A list menu will open giving your 3 options
3. Click on **Delete** button to delete the education.



Change Password

1. If you wish to change your password, select the **Change Password** option
2. Enter your Current Password and the New Password you wish to change to
3. Click on **Change Password** button to update your password

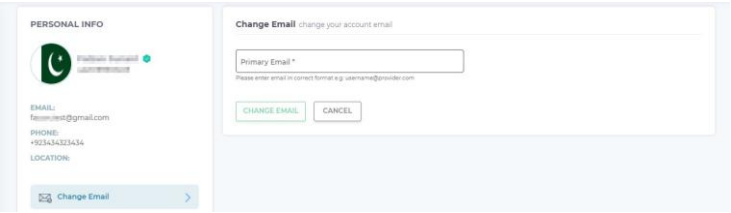


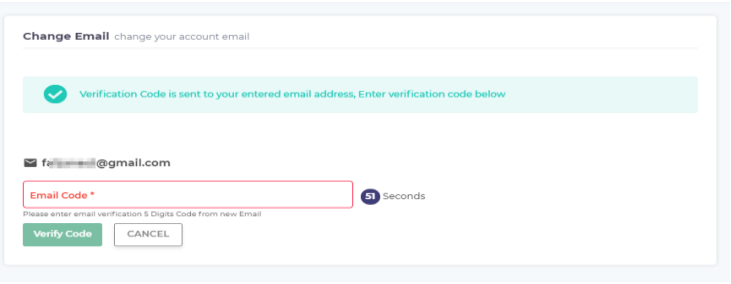


Change Email

1. If you wish to change your current email address to a different one, select the **Change Email** option.
2. Enter the new email address and click **Change Email** button (the new email address should notbe registered previously on Scholarship Portal)

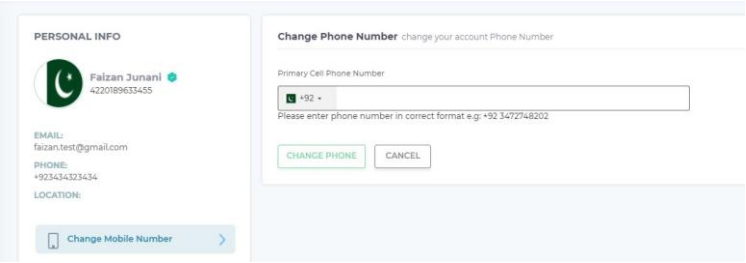
3. A verification code will be sent to your entered email address
4. Enter the verification code and click on **Verify Code** button to change your email address



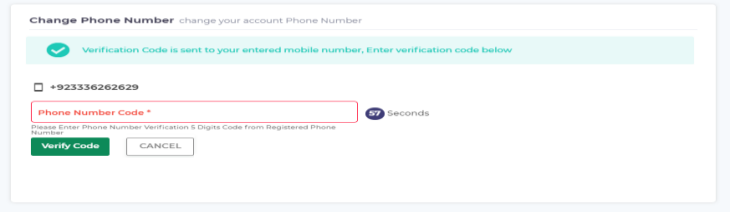


Change Phone Number

1. If you wish to change your mobile number to a different one, select the **Change Phone Number** option.
2. Enter the new phone number and click **Change Phone** button (the new phone number shouldnot be registered previously on Scholarship Portal)



1. A verification code will be sent to your entered phone number
2. Enter the verification code and click on **Verify Code** button to change your phone number



BALOCHISTAN AND ERSTWHILE FATA (Phase-III)
Undergraduate Scholarship Application

To access the BAL and Erstwhile FATA (Phase-III) Undergraduate Scholarship application, visit https://www.hec.gov.pk/site/bf3 or https://scholarship.hec.gov.pk on any web browser.

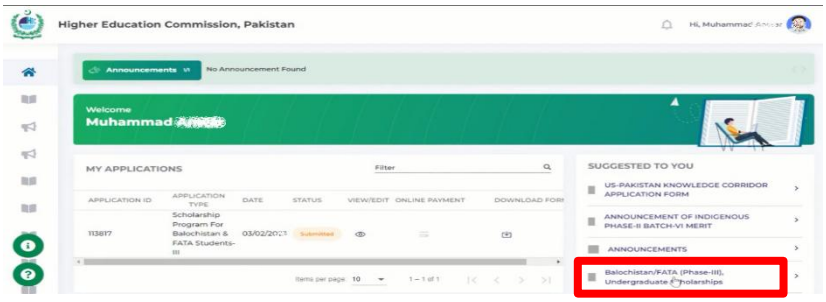


Note: Hard copies of applications and supporting documents are NOT required at this stage. Applications are accepted strictly online.

Once the official HEC webpage for "Provision of Higher Education Opportunities for the Students of Balochistan & Erstwhile FATA (Phase-III)" opens, review the advertisement, How to Apply guidelines, and FAQs, then click "Click here to Apply".



Sign in to your account on scholarship.hec.gov.pk and select "Balochistan/FATA (Phase-III), Undergraduate Scholarships" from the dashboard.



When the BAL/FATA (Phase-III) Scholarship tab opens, an eligibility and compliance questionnaire is displayed.

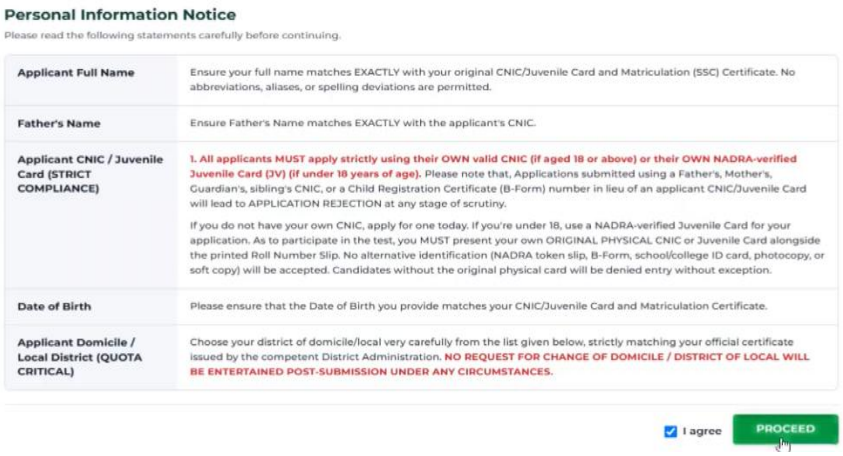
Read all policy statements carefully and answer every question accurately as YES/NO, then click PROCEED.

If you were provisionally shortlisted for a scholarship under any previous batch of the BAL/FATA-III Project, you must obtain a prior NOC from PMU-BAL/FATA (HEC) by emailing bf3@hec.gov.pk before submitting a new application.



Personal Details & Personal Information Notice

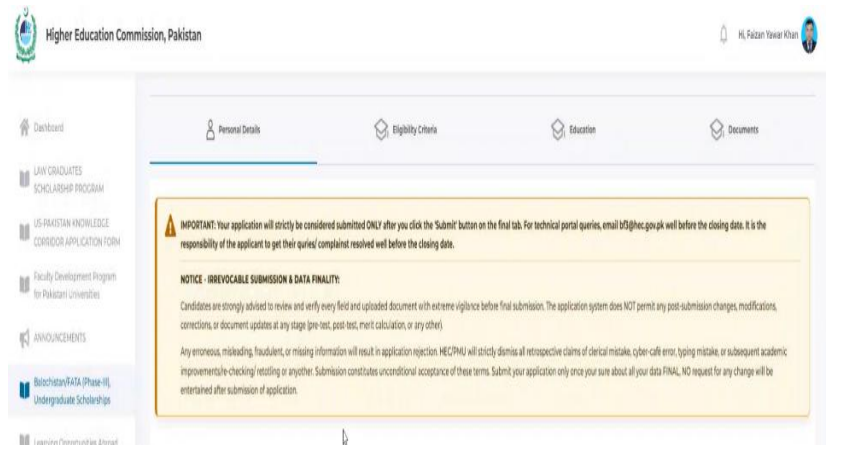
In this section, applicants must carefully read and agree to the Personal Information Notice (check “I agree” and click PROCEED) before entering personal details (photograph, full name, father's name, gender, marital status, date of birth, permanent and mailing addresses) and clicking Next Step.



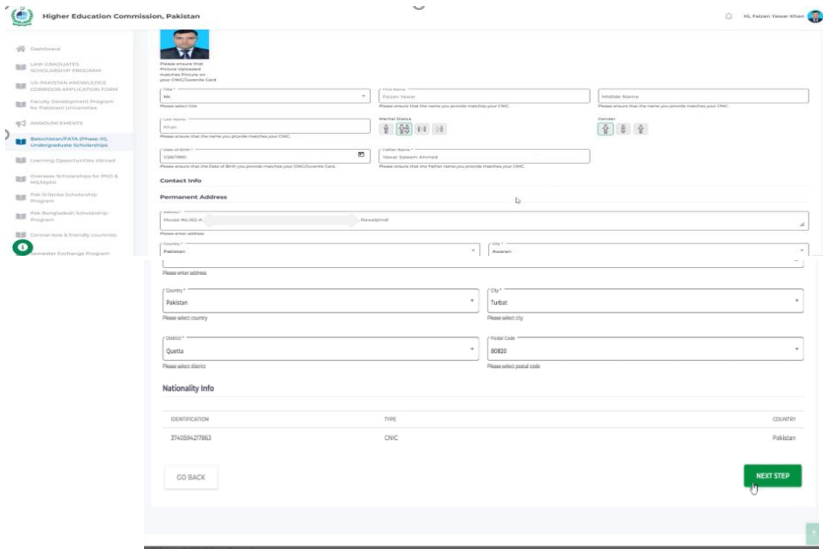
Important Instructions for Mandatory Fields:

• Photograph & Biographical Match: Ensure the uploaded photograph, Applicant Full Name, Father’s Name, and Date of Birth match your original CNIC/Juvenile Card and Matriculation (SSC) Certificate EXACTLY. No abbreviations, aliases, or spelling deviations are permitted.

• Strict CNIC / Juvenile Card Compliance: All applicants MUST apply strictly using their OWN valid CNIC (if aged 18 or above) or their OWN NADRA-verified Juvenile Card (JV) (if under 18 years of age). Applications submitted using a Father’s, Mother’s, Guardian’s, or sibling’s CNIC, or a Child Registration Certificate (B-Form) number, will lead to APPLICATION REJECTION at any stage of scrutiny.



• Physical ID for Aptitude Test: If you do not yet have your own CNIC or Juvenile Card, apply for one immediately. On test day, you MUST present your OWN ORIGINAL PHYSICAL CNIC or Juvenile Card alongside the printed Roll Number Slip. No alternative identification (NADRA token slip, B-Form, school/college ID card, photocopy, or soft copy) will be accepted.



• Contact Details & Data Finality: Use your own active email address and mobile number, as all official correspondence occurs via email/SMS. No requests for change of email, mobile number, or personal data will be entertained after submission. For technical portal queries, email bf3@hec.gov.pk well before the closing date.

Eligibility Criteria & Domicile / Local District Selection

In this section, applicants must read and agree to the Eligibility Criteria Notice (check "I agree" and click PROCEED) and enter their Domicile/Local Certificate details along with Father/Guardian information.

• Quota-Critical District Selection: Choose your Applicant Domicile/Local District and Father/Guardian Domicile District VERY CAREFULLY from the dropdown list, strictly matching your official certificate issued by the competent District Administration. NO REQUEST FOR CHANGE OF DOMICILE / DISTRICT OF LOCAL WILL BE ENTERTAINED POST-SUBMISSION UNDER ANY CIRCUMSTANCES.

BAL/FATA – IN / OUT Category Selection

Select your IN/OUT category VERY CAREFULLY. Merit lists are prepared strictly according to the selected category, and NO REQUEST FOR CHANGE OF IN/OUT CATEGORY WILL BE ENTERTAINED AFTER SUBMISSION.

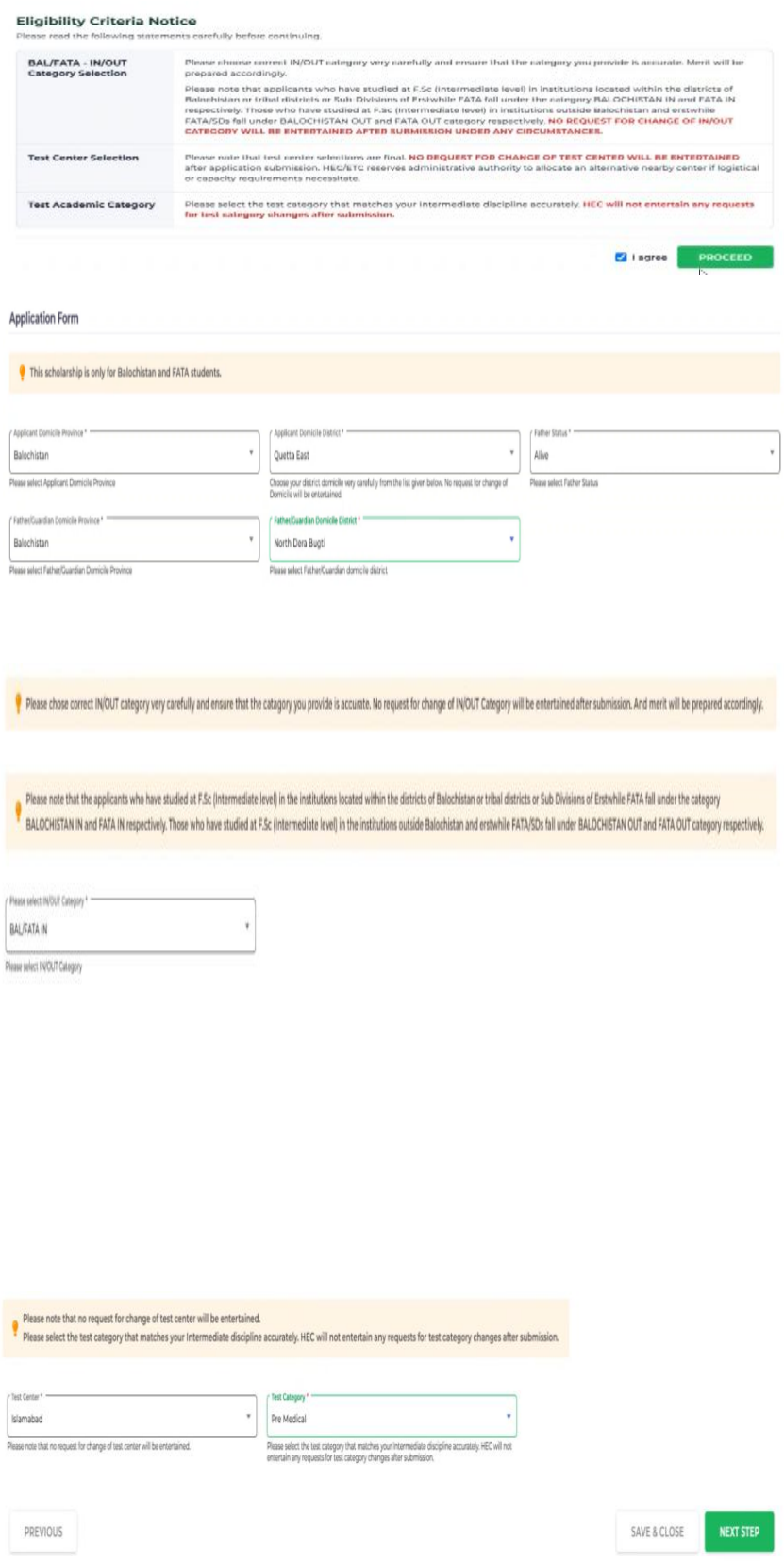
• BALOCHISTAN-IN / FATA-IN: Applicants who studied at F.Sc. / Intermediate level in institutions located WITHIN the districts of Balochistan or the tribal districts / sub-divisions of Erstwhile FATA.

• BALOCHISTAN-OUT / FATA-OUT: Applicants who studied at F.Sc. / Intermediate level in institutions located OUTSIDE Balochistan and Erstwhile FATA/SDs.

Test Center & Test Academic Category Selection

• Test Center: Choose your preferred Test Center VERY CAREFULLY. Test center selections are final and NO REQUEST FOR CHANGE OF TEST CENTER WILL BE ENTERTAINED after submission. (HEC/ETC reserves administrative authority to allocate an alternative nearby center if logistical or capacity requirements necessitate.)

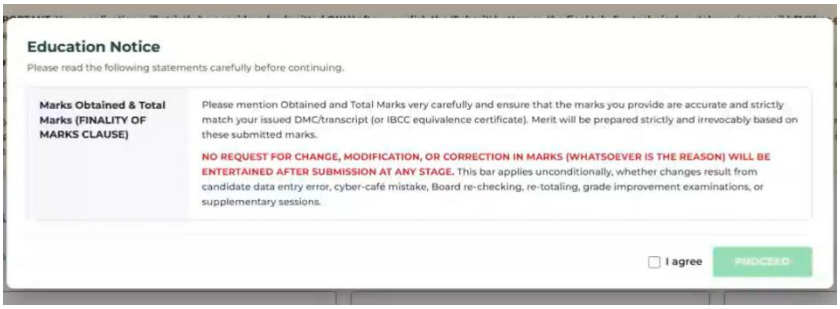
• Test Academic Category: Select the Test



Category that matches your Intermediate (12-year) discipline accurately (e.g., Pre-Medical, Pre-Engineering, Computer Science, Arts/Humanities, Commerce). HEC will not entertain any requests for test category changes after submission.

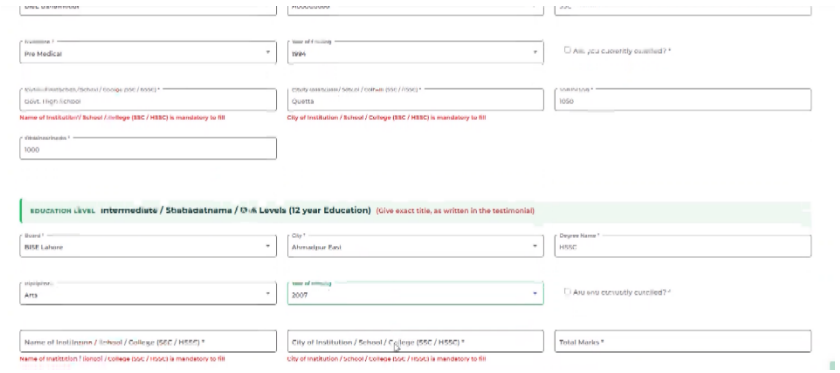
Click Save & Close or Next Step to proceed.

Education Details & Finality of Marks Clause



In this section, applicants must carefully read and agree to the Education Notice (check “I agree” and click PROCEED) before entering SSC (Matric) and HSSC (Intermediate/12-year) academic records.

• Strict Finality of Marks: Enter Obtained Marks and Total Marks accurately so they strictly match your issued DMC/transcript (or IBCC equivalence certificate). Merit is prepared strictly and irrevocably upon submitted marks. NO REQUEST FOR CHANGE, MODIFICATION, OR CORRECTION IN MARKS (WHATSOEVER IS THE REASON — including candidate data entry error, cyber-café mistake, Board re-checking, re-totaling, grade improvement examinations, or supplementary sessions) WILL BE ENTERTAINED AFTER SUBMISSION AT ANY STAGE.



• Institution Details: Enter the exact Degree Title, Board, Year of Passing, and exact Name & City of Institution/School/College as printed on your SSC and HSSC testimonials.

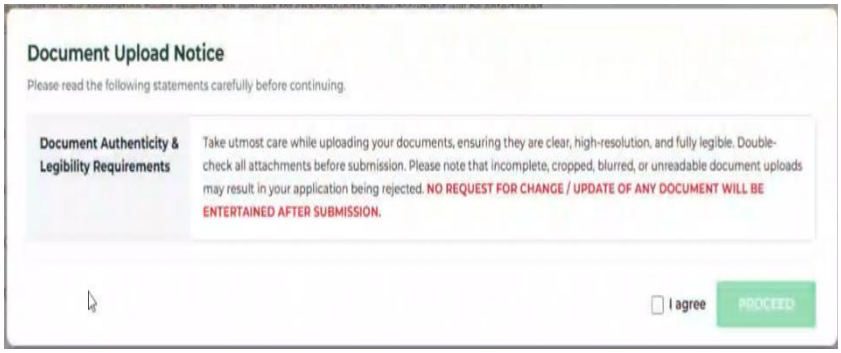
Current University Enrollment (If Applicable)



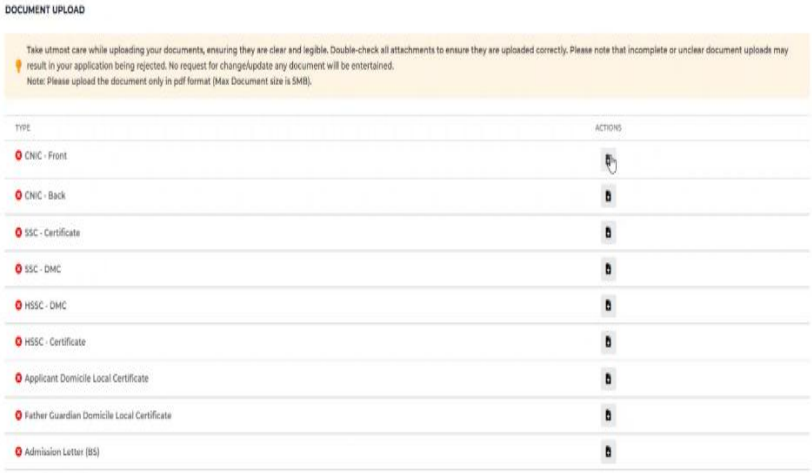
If you are already enrolled in an undergraduate (Bachelor's) program, check “Are you currently enrolled in your desired program?” and provide the complete Name of Institute/University, Program/Degree Name, Qualification Level, Discipline, Subject, Date of Enrollment, Program Duration, Total Semesters/Years, and Current Semester/Year. Click Next Step.

Document Upload & Legibility Requirements

Read and agree to the Document Upload Notice (check “I agree” and click PROCEED), then upload clear, high-resolution, and fully legible scanned copies (PDF format only, maximum 5 MB per file) of all required documents:



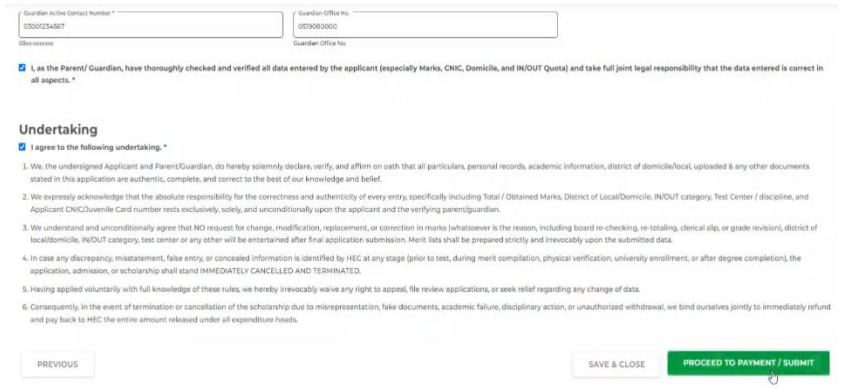
- Applicant’s CNIC / Juvenile Card (Front & Back — duly attested)
- SSC (Matriculation) Certificate & DMC (duly attested by the respective Board)
- HSSC (Intermediate / 12-Year) DMC & Certificate (duly attested by the respective Board)
- Applicant’s Domicile / Local Certificate (duly attested by the District Administration)
- Father’s / Guardian’s Domicile / Local Certificate (duly attested by the District Administration)
- Admission Letter (BS) — if already enrolled in an undergraduate program



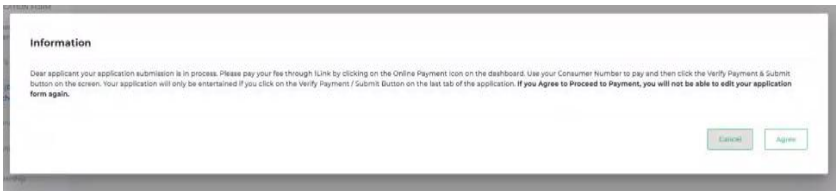
Warning: Incomplete, cropped, blurred, unattested, or unreadable document uploads may result in application rejection. NO REQUEST FOR CHANGE OR UPDATE OF ANY DOCUMENT WILL BE ENTERTAINED AFTER SUBMISSION. Click Next Step to proceed to the Undertaking.

Guardian Verification & Binding Legal Undertaking

Enter the Guardian’s Active Contact Number (and Office Number, if applicable) and check the Parent/Guardian verification box confirming joint legal responsibility for all entered data (especially Marks, CNIC, Domicile, and IN/OUT Quota).



Read the Undertaking carefully and check “I agree to the following undertaking” before clicking PROCEED TO PAYMENT / SUBMIT:



a. Oath of Authenticity: Applicant and Parent/Guardian solemnly declare on oath that all particulars, personal records, academic information, district of domicile/local, and uploaded documents

are authentic, complete, and correct.

b. Exclusive Responsibility: Absolute responsibility for every entry—specifically Total/Obtained Marks, District of Local/Domicile, IN/OUT category, Test Center/discipline, and Applicant CNIC/Juvenile Card number—rests solely and unconditionally upon the applicant and verifying parent/guardian.

c. Irrevocable Data Finality: No request for change, modification, replacement, or correction in marks (regardless of reason, including board re-checking, re-totaling, clerical slip, or grade revision), district of local/domicile, IN/OUT category, or test center will be entertained after final submission.

d. Ab Initio Termination: Any discrepancy, misstatement, false entry, or concealed information identified at any stage (prior to test, merit compilation, physical verification, university enrollment, or post-degree completion) results in immediate cancellation and termination ab initio.

e. Waiver of Appeal & Promissory Estoppel: Applicants irrevocably waive any right to appeal, file review applications, or seek injunctions/writ petitions against HEC, ETC, or PMU-BAL/FATA regarding data finality, locked marks, or disqualification.

f. Financial Recovery Liability: Upon cancellation/termination due to misrepresentation, fake documents, academic failure, disciplinary action, or unauthorized withdrawal, the applicant and parent/guardian are jointly and severally bound to refund the entire amount released by HEC under all heads.

g. Criminal Prosecution: Presenting fabricated, forged, or tampered documents is a punishable criminal offense under the Pakistan Penal Code (PPC) and PECA, and HEC reserves the full right to refer the matter to FIA / law enforcement agencies.

LOCK WARNING: Once you click “Agree” in the confirmation dialog to proceed to payment, your application is permanently LOCKED and cannot be edited again.

Online Test Fee Payment via 1Link 1Bill Invoice

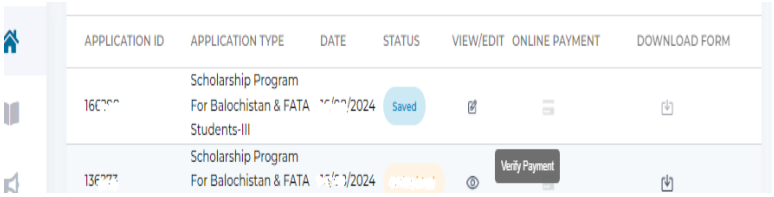
Upon clicking “Proceed to Payment / Submit”, a unique 21-digit Consumer Number is generated on the Payment Confirmation screen.



• How to Pay: Open your Mobile Banking App, Internet Banking, ATM, or visit any 1Link participating bank/branchless wallet (e.g., Easypaisa/JazzCash). Navigate to Bill Payment / Payment Services → select “1Link 1Bill Invoice / Voucher”, enter the 21-digit Consumer Number generated by the HEC portal, verify your details, and pay the prescribed application processing/test fee. **Note: The test/application processing fee is strictly NON-REFUNDABLE and NON-TRANSFERABLE.**

Verify Online Payment & Final Submission

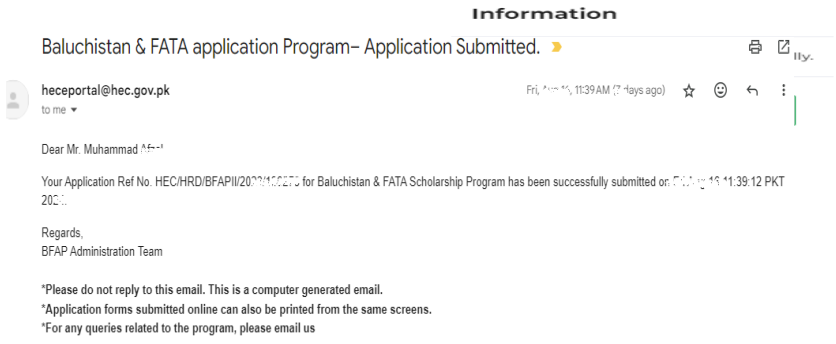
After depositing the fee through 1Link 1Bill Invoice, return to your HEC Scholarship Portal dashboard, click the Online Payment / “Verify Payment” icon next to your application, and click “Verify Payment / Submit” on the screen.



CRITICAL: Applications left in “Saved” status or without clicking “Verify Online Payment / Submit” will be treated as incomplete and WILL NOT BE CONSIDERED.

Application Confirmation & Acknowledgement

Upon successful payment verification, an on-screen confirmation popup (“Your payment has been made successfully”) appears, your application status updates to “Submitted”, and a system-generated acknowledgement email with your Application Reference Number is sent to your registered email address.



Applicants can download and print their submitted application form anytime from the Dashboard using the “Download Form” icon. (HEC reserves the right to postpone or cancel the scholarship process at any stage without assigning any reason.)