# Ambat Ithapiri Endowment Fund Scholarships

## Guidelines to fill and submit the application for scholarship.

## Contents

## Preface

This document explains the applicant registration and application process in step-by-step mode. For applying for the scholarship, the applicant has to complete their self-registration on this grant management system. After completing registration, you can view the current grants available under the Ambat Ithapiri Endowment Fund. This Fund is managed by The Malankara Mar Thoma Syrian Church Charitable Department, Thiruvalla, Kerala.

You will need a valid and working e-mail to register and use this site. After initial sign-up and completing the basic profile, you can log into your applicant dashboard using your e-mail and password you set. Please go through all the forms carefully and fill all the information correctly.

After completing the profile registration, on your applicant dashboard, you can select Browse Grant menu to see the available Scholarships/Grants. Please review the qualifying criteria for these grants and the guidelines before starting the application process.

The approving and granting of the scholarship are at the sole discretion of the committee responsible for this. The grant amount also depends on the available funds and the eligibility valuations done by the committee. Any deliberate misinformation or misrepresentation of facts will lead to the rejection of the application and even blacklisting the applicant for any further scholarships. On approving scholarships, the applicant will have to sign an affidavit with the Mar Thoma Syrian Church and has to adhere to the content agreed upon in it. Here is a detailed screen-shot guide of how to register your account and apply for this scholarship grant.

Click on the below URL to access our grants portal website:
https://ambatief.ajitisaacfoundation.com

Document checklist for applying for a scholarship grant
Please arrange for below and keep these handy before starting the application process here:

- Applicant scanned passport photo (jpg / jpeg / png)
- Applicant scanned finals marksheet in PDF format (last 2 years)
- Course Fee estimation letter from the institute on their letter head
- Vicar (Marthoma Parish) recommendation letter in PDF format
- Institute and course/program brochure in PDF format (optional)

## Registration step-by-step process
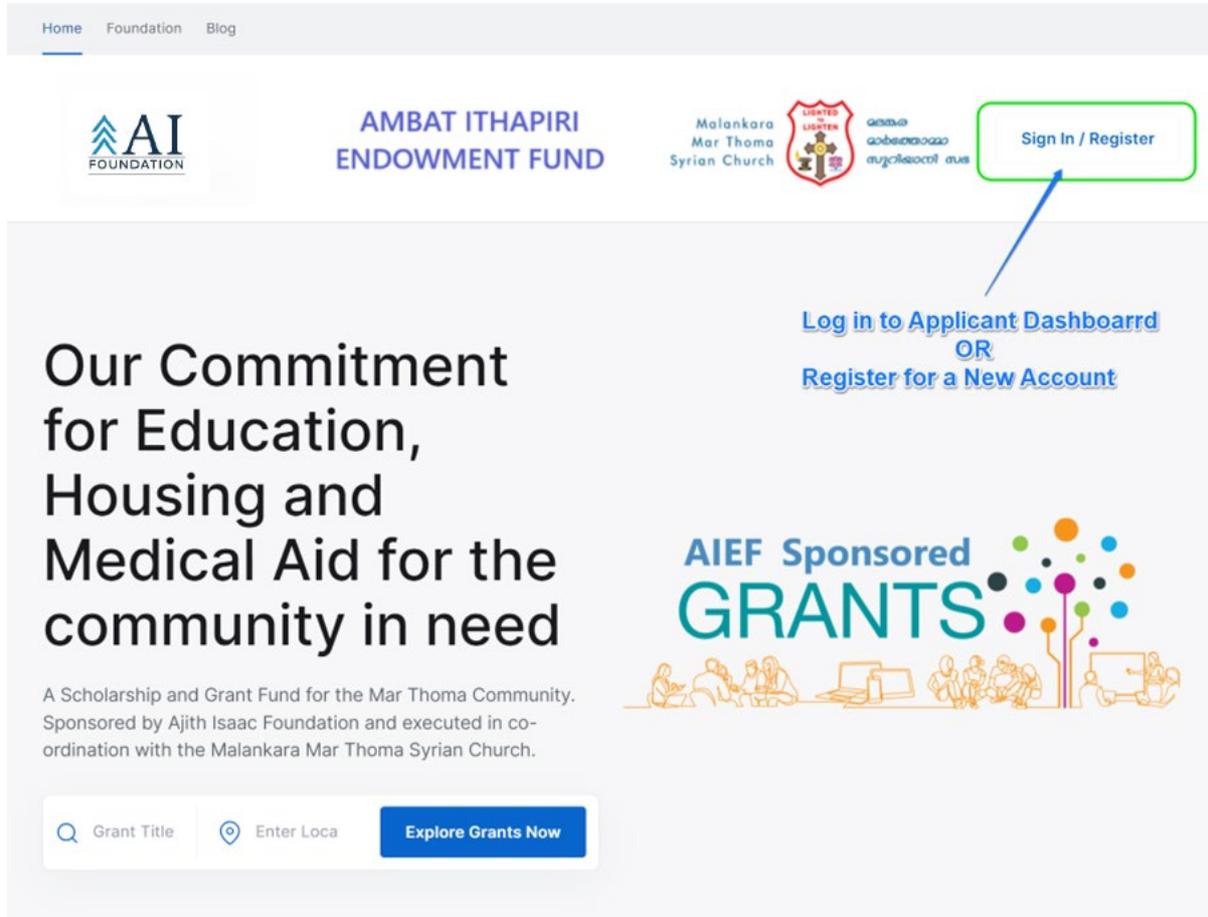


(Fig- 1)

This home page allows a new applicant to Register or Login to the portal. Registration is mandatory for applying for any scholarships (grants). Registration for a person is only once, after that they can login to the portal whenever they need to access it and apply for various grant. Please do not create multiple applicant registration for the same person (applicant).

Malankara
Mar Thoma
Syrian Church

മലങ്കര
മാർത്തോമ്മാ
സുറിയാനി സഭ

AMBAT ITHAPIRI ENDOWMENT FUND

To create a new
Applicant Account

## Applicant Log In

Don't have an account? Create Account

E-mail Address

Password 👁

☐ Keep me logged in                    Forget Password

Log In →

" Do what you can, with what you have, where you are. " — Theodore Roosevelt

(Fig-2)

The applicant can either Login (Fig-2) by providing their e-mail and password OR for the first-time create a new account by clicking the Create Account. If you selected the Create Account link, a registration form will appear as shown in Fig-3 below.

Malankara Mar Thoma Syrian Church

മലങ്കര മാർത്തോമ്മാ സുറിയാനി സഭ

**AMBAT ITHAPIRI ENDOWMENT FUND**

## Create Account

Already have an account? Log In

Please register ONLY ONCE with your own personal e-mail and verify your e-mail. IF YOU REGISTER MULTPLE ACCOUNTS HERE WTH DIFFERENT EMAILS, YOUR APPLICATION WILL BE DISQUALIFIED. Check your inbox/spam/junk for the e-mail verification link.

Refer this User Guide for more info.

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CREATE ACCOUNT AS A

(◎) **Applicant**

---

Full Name

E-mail Address

Password                                                     👁

Confirm Password                                             👁

☐ I've read and agree with Terms of Service

**Create Account →**

(Fig-3)

1. Full Name          <- Enter your complete Name as in Aadhar/ PAN / Certificates
2. Email id           <- Provide your e-mail
3. Password           <- Enter a sufficiently complex password here and re-confirm
4. Click the terms and conditions and also tick the box to confirm you have read the terms and conditions.

All fields here are mandatory. Please fill them correctly. Remember to provide your e-mail and set your password. The email has to be a valid one as this will be verified in the next step before allowing you to complete the registration.  On clicking [Create Account], the system will send an e-mail OTP to your above email. Please check your inbox as well spam/junk folder for this e-mail.  Enter this OTP and you will be logged into your Applicant dashboard where you can complete your profile registration. Refer Fig-4, Fig-5 below.

After completing the fields click create account.
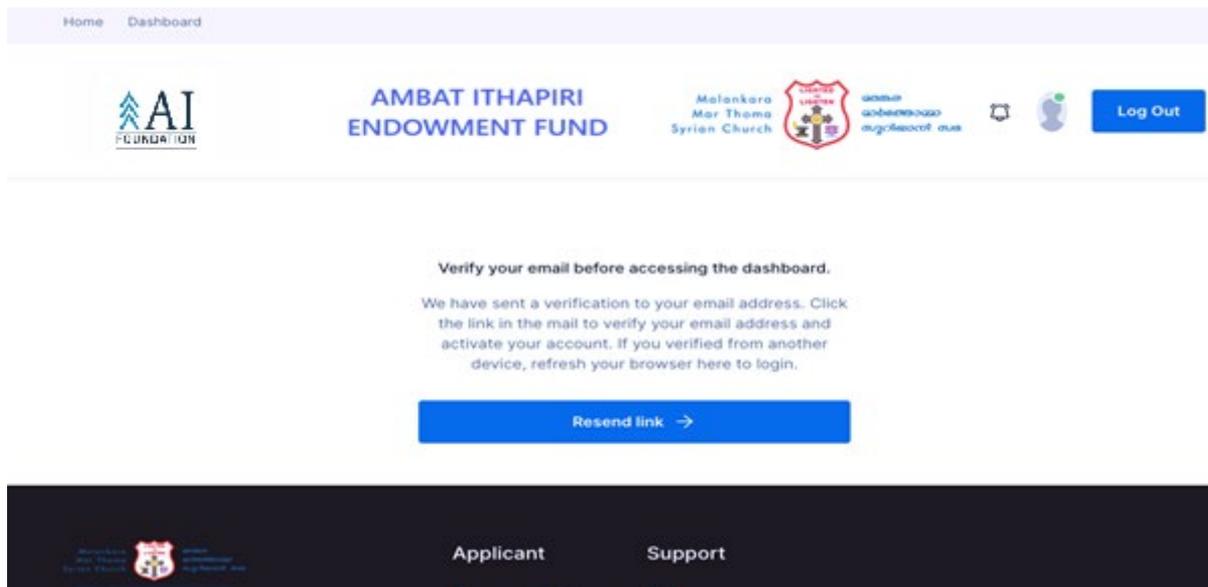


(Fig-4)

**General Notes:**

Please register **only once** with your own personal e-mail and verify your e-mail in subsequent step. **Attempts to create multiple accounts here using different e-mail addresses, will disqualify you for any grants or subsequent registration.** Un-verified e-mail registration(s) will be removed from the system within a month post registration (usually) as part of cleanup. Hence please complete the e-mail verification and log-in to your Applicant dashboard and complete your basic profile
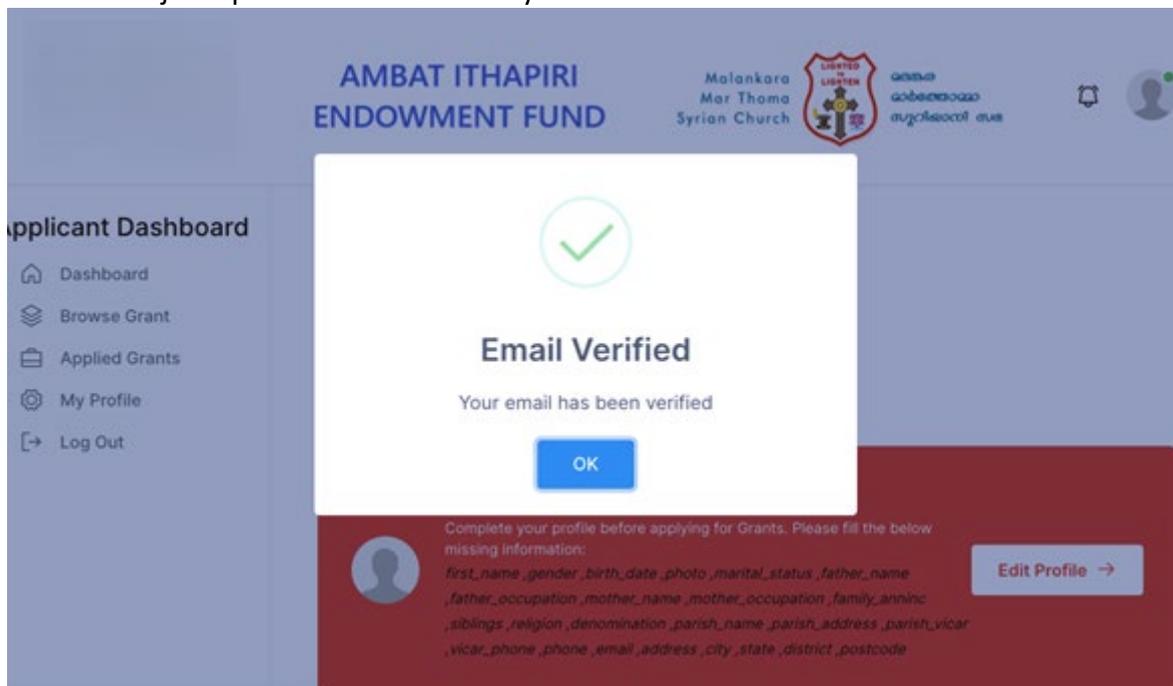
information together. The grant application can be applied later on, based on availability and application deadline shown there.

Please fill the form only in English. Do not use regional scripts e.g. Malayalam or use emoji or special characters in any form field.



(Fig-5)

Press 'OK' to close the dialog window.  Your Applicant dashboard will prompt about incomplete profile as shown above in Fig-5.  Click on Edit Profile button and complete your registration profile.

To complete the registration process you have to fill all the below four (4) sections one-by-one.



Until the applicant profile registration is 100% complete, the system will not allow an applicant to register for a grant scholarship. The applicant dashboard will prompt showing the missing/incomplete profile information till then.

## Step-1: Basic Information



(Fig-6)

Fill the Basic Information, upload your passport size photo. Delete the default photo there by clicking on the Delete icon and upload your photo there. All fields are mandatory here. Save changes use the 'Save Changes' button.

## Step-2: Profile Section

Move to the 'Profile' section and fill all the fields. Any field with a red Asterix is a mandatory field and they must be filled.

The information about the local Mar Thoma Church is important. The recommendation letter from the parish is very important in deciding the scholarship. The current vicar's name and contact details also has to be given. All information has to be correct and incorrect information will lead in rejecting your scholarship.

The Caste/Denomination field is to be filled with caste for who are not Christians and with the denomination (like Marthoma, CSI, Orthodox, Jacobite etc.) for Christians.

*Note: Any field with below label*  *has an explanation text of this field.  This tooltip is to give better clarity on the field. If you put your cursor on the question mark symbol, you get an explanation on the information which should be entered here.*

After filling the required details, click on 'Save Changes' to save the Detailed Profile sheet.

Refer to Fig-7 below which show a sample filled form.

Basic     Profile     Education     Contact Details

## Personal Info

Marital Status *

Single

Religion *

Christian

## Family Info

*Furnish information below of your immediate family ( as applicable )*

Spouse Name

Spouse Name

Spouse Occupation

Father Name *

Peter Mechalior

Father Occupation *

Farmer

Mother Name *

Mary Mechalior

Mother Occupation *

Homemaker

No Of Siblings *

2

Family Annual Income *

200000

Guardian Name

Guardian Name

Guardian Phone

Guardian Phone

## Parish Info

**Important** : *Enter details below of the Mar Thoma church whose current vicar's recommendation will be furnished for subsequent grant application*

Caste/Denomination *

Marthoma Syrian

Marthoma Parish Name *

Hermon MTC

Vicar Name *

Rev. John Scaria

Parish Address *

Nikarupuram , Piralasseri P.O., Chengannur -

Vicar Phone *

9823223232

Vicar E-mail *

vicar@xgmailx.com

**Save Changes**

(Fig-7)

## Step-3: Education

After successful saving of your detailed profile, you can move to the Education section as shown in Fig-8 below:



(Fig-8)

Here you have to give the details as requested in the form. There are 2 sections here. In the top-section, click on [Add Education Button] to add your educational level viz. From the Standard 10 to the qualifying course for your current education. In the 'Add Education' popup which opens (Fig-9), provide details of each of your education as requested. Name of the course can be SSLC, +2, Intermediate, Pre-University, Pre Degree etc, etc. Click on 'Add Education' button in the popup to save this information. Repeat this for all your completed educational levels.

(Fig-9)

Next in section below, for each of the educational qualification you stated in the Add Education Section above, you will need to upload the final mark sheet for them in PDF format. Click on 'Add Your Marksheet' button which will open a pop as shown below in Fig-10. Here enter the name of the course and upload the corresponding marksheet in PDF format. Repeat this for all the educational levels you filled on top section.



(Fig-10)

## Step-4: Contact Details

Go to the next Contact Details as shown below in Fig-11. After filling the required info here, save the changes. This will complete your registration process.



(Fig-11)

## Applying for a Scholarship Grant

**Once your registration is completed, you will see the below message on logging into the portal with your user id (email) and password.**

**"Your applicant profile registration is now complete. You may now browse available grants and apply for the same here: Browse available Grants**



(Fig-12)

By clicking the link "Browse available Grants" you will be able to see the currently active grants or scholarships.

You can also use the left sidebar menu: Browse Grants (Fig-13) to access the currently available scholarships



(Fig-13)

If there are any active scholarships, you will be able to see box(es) like below in Fig-14. Else a message indicating *no scholarship available* will be displayed. In this case, you have to wait and keep checking the grant management website for the next available scholarship grant.

You can apply ONLY if there is an active scholarship available at that time. Also remember, every scholarship has a deadline date (shown there) to apply before which your application should be filled and submitted. The system will not allow application after this deadline date elapses.

## Latest Grants

### Student Scholarship ( Mar 24 - Sep 24 )

**Student Scholarship**

Grant Application Period : 01-Feb-2024 To 30-Sep-2024

(Fig-14)

Click on the Grant name in this box (Fig-14). This will show all available scholarship grants active as current. Click on the [Apply for Grant] button (Fig-15)

### Student Scholarship ( Mar 24 - Sep 24 )
at Ambat Ithapiri Endowment Fund

**Apply for Grant**

This Grant application closes in 123 days

(Fig -15)

The application process has 4 tabs has shown as shown in Fig-16 below.  Complete them in the given order:

Basic Data Section -> Upload Documents -> Upload Recommendation -> Review and Submit

Note:  The next Tab will show only after the previous one is filled and saved.

### Apply for Grant : Student Scholarship ( Mar 24 - Sep 24 )

Home / Apply for Grant

Application No : **SCH2024-0003**          NOT SUBMITTED

Applicant Name : **Mr. John Mechalior**          Application Date : 30-May-2024

📖 **Basic Data Section**     📋 Upload Documents     ✉ Upload Recommendation     ⊕ Review & Submit

(Fig-16)

A.  Basic Data Section



(Fig-17)

Give all the details as requested in the form. If you are already in the course and applying for the remaining years, put the course duration as what is remaining years or semesters as the case may be.

*e.g. You are studying for a four-year course and now you are in the second year and you need scholarship for the third and fourth year. In this case, you can put the course duration as two years and the total course fee will be the fee for the next two years as per the certificate issued by the institution.*

It is important to upload the fee structure from the institution with the signature and seal of the authorized personal there, for availing the scholarship. Your previous year(s) mark list, if available, also need to be uploaded in your profile registration form (Refer *Fig-9 and Fig-10 above)*

The section Why do you need this scholarship needs to be filled to understand your financial position and family's economic condition for awarding the scholarship.

The current status of this application will always be displayed on the right-hand top corner as shown in Fig-16 above. Initially it will be shown as '**NOT SUBMITTED**' while you are filling up this form.

After filling the details, you can press 'Save Application' button.

B. Upload Documents

The Upload Documents section (Fig-18) will appear once the Basic Data Section Tab is saved. Click on [Upload Document] button and upload file as shown below.



(Fig-18)

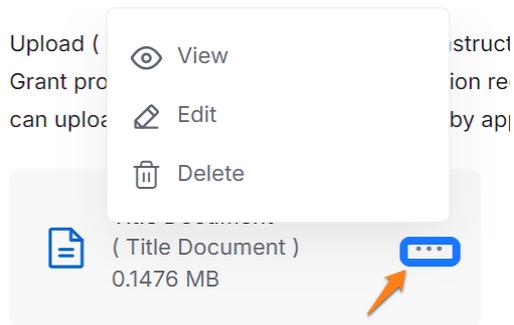On pressing the Upload Documents, you will get a pop-up window to upload the Fees structure letter (also *called as Estimation letter*) from the institute. Give the name of the document and upload the document from your system/mobile.

You can click on the [Upload Document] to upload the next document. An already uploaded document may be edited/replaced/deleted – click the three dots to access menu (Fig-19):

Upload (            struct
Grant pro            ion re
can uploa            by ap

View

Edit

Delete

( Title Document )
0.1476 MB

•••

(Fig-19)

C.   Upload Recommendation

After uploading the Fees structure, a new tab 'Upload Recommendation' (Fig-20) will be visible on the top tab-bar.

Application No    : **SCH2024-0003**                    NOT SUBMITTED

Applicant Name  : **Mr. John Mechalior**               Application Date : 30-May-2024

📖 Basic Data Section    💼 Upload Documents    ✉ **Upload Recommendation**    ➔ Review & Submit

## Vicar recommendation

Upload ( in PDF format ) the recommendation letter from your current church Parish Vicar for you. Letter should be on the official church letterhead stating vicar's contact numbers. Refer to the Grant prospectus for specific documentation required for this. You can upload multiple PDF documents here by appropiately naming each File content under Document Name field

Vicar letter of recommendation
0.271 MB          •••

⊕  Upload Document
Choose a new file - pdf
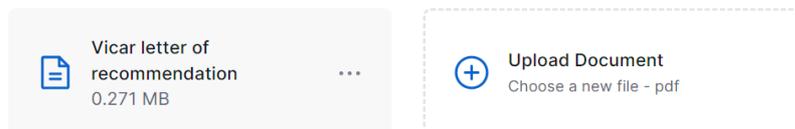
(Fig-20)
Press the link and give the name of the document and upload the letter from the Parish Vicar of the Mar Thoma Church.

On successful upload of the Mark List and Parish Priest Letter, click on the final 'Review & Submit' tab. This review page will show all the relevant profile data and application data you entered, for your final review. Carefully go through it and if any correction needed, you can click on that tab or go to your profile section and make the necessary changes and save.

### D. Review & Submit

After verifying the application and if everything is correct, click the 'Declaration' box (it is a check box) as show in Fig-21 below. Then the '<span style="color:red">Submit Application</span>' button will be enabled. On clicking the button, the application will be submitted to our Grant office for further process.

☑Declaration
*I hereby declare that the information provided here is true and accurate to the best of my knowledge. I understand that in the event of any information being found false or misleading, my application will be liable for rejection. The decision of Grant managers at our foundation will be considered final wrt to the approval process of this grant application.*

**Submit Application**

(Fig-21)

Please note once your application is filled and submitted, you will not be allowed to make any further changes to the application forms. Your application status will change to **Submitted. Review Status: Pending** as shown in Fig-22 below.

## Apply for Grant : Student Scholarship ( Mar 24 – Sep 24 )

Home / Apply for Grant

| | |
|---|---|
| Application No : **SCH2024-0003** | Submitted. Review Status : PENDING |
| Applicant Name : **Mr. John Mechalior** | Application Date : 30-May-2024 |

📖 **Basic Data Section**    📇 Upload Documents    ✉ Upload Recommendation    ➔ Review & Submit

(Fig-22)

Below this the details of your submitted application form data can be seen.

## Track Application Status and Manage

Now you have successfully submitted your scholarship grant application. The system will send a submission confirmation e-mail to your registered email address. Please log into your Applicant Dashboard and continue to monitor the application to see the progress of the process. Your application progress logs and approval status will be shown here (Fig-23). You will also receive periodic e-mails regarding the status of your application. If any queries are there, you will get an e-mail on that and you can communicate back using the form [ <span style="color:red">Submit Response]</span> as shown in Fig-23 below. If any further documents are requested, your application will be set back to [DRAFT] i.e. editable mode. Now you can attach the requested

document **and submit the form again back** to our grant office to continue with further review process.

After review, if your grant is selected and approved, you can see this status here and an e-mail will also be sent to you. Please check your inbox and also spam/junk folder for these email updates. Your grants are paid is disbursal cycles directly to the institution. You may be further required to furnish other documents for your next disbursal cycle as deemed appropriate by the grant manager(s)/ review committee members.



(Fig-23)

If your application is Approved, the Grant office will disburse the sanctioned amount in few instalment schedules. These disbursal instalment and actual payment reference no can be viewed on your Applicant Dashboard. Click on the [Disbursal Info] to download the latest disbursed payment from the Grant office in PDF format - which can be shared with your Institution Accounts Dept. Refer Fig-24 below.

Please note: To qualify for the next instalment cycle, you should upload your last examination marksheet/grade sheets under your My Profile -> Education Tab. This should be done as soon as the marksheets are available.

Hello, Shiji Abraham

Here is your daily activities and latest updates

**1**
Grant Applied

**Click to download disbursal info (pdf)**

Application : **SCH2025-30001**    Submitted → APPROVED    ⬇ **Disbursal Info**

| Total Grant Requested | ₹4,50,000 | Approved Amount | ₹2,50,000 |
| --- | --- | --- | --- |
| Bank A/c No | 123 | **Disbursal Schedule** | FC0000514 |
| Bank and Branch Name | HDFC, Chengannur, Kerala | Bank A/c Holder Name | Dr. Latha Manoharan college of nursing |

| Inst# | Due On | Disbursed Date | Disbursed Amount | Payment Reference |
| --- | --- | --- | --- | --- |
| 1 | 15-06-2025 | 18-06-2025 | ₹1,25,000 | 1234567ABCD |

(Fig-24)

- End of Student Scholarship Grant application guide