Field wise instructions to fill up Common Education Loan Application Form on Vidya Lakshmi portal

1. Personal Information

	Student- Applicant	Parent/Husband	Guarantor/Co-obligant Mandatory if loan amount is more than 7.5 lacs
First Name	Mandatory	Mandatory	Mandatory
Middle Name	Optional	Optional	Optional
Last Name	Mandatory	Mandatory	Mandatory
Father's /Husband's First Name	Mandatory	Mandatory	Mandatory
Father's /Husband's Middle Name	Optional	Optional	Optional
Father's /Husband's Last Name	Mandatory	Mandatory	Mandatory
Date of Birth	Mandatory	Mandatory	Mandatory
Category	Mandatory Select from dropdown options	Mandatory Select from dropdown options	Mandatory Select from dropdown options
Sex	Mandatory Select from dropdown options	Mandatory Select from dropdown options	Mandatory Select from dropdown options
Marital status	Mandatory Select from dropdown options	Mandatory Select from dropdown options	Mandatory Select from dropdown options
Educational Qualification	Mandatory	Optional	Optional
% marks	Mandatory	Optional	Optional
Occupation	Mandatory Select from dropdown options	Optional. Select from dropdown options.	Optional. Select from dropdown options.

Income from all sources	Details of either Student or Parent or co-obligant should be provided		
PAN No.*	Optional	Optional	Optional
Aadhar No.*	Optional	Optional	Optional
State	Mandatory Select from dropdown options	Mandatory Select from dropdown options	Mandatory Select from dropdown options
Address 1 Address2	Either of Address 1 or Address 2 field is mandatory	Either of Address 1 or Address 2 field is mandatory	Either of Address 1 or Address 2 field is mandatory
Village / Area/Locality	Mandatory	Mandatory	Mandatory
Block/Taluka /Sub-district/Town	Mandatory	Mandatory	Mandatory
Pincode	Mandatory	Mandatory	Mandatory
Contact No.	Mandatory	Mandatory	Mandatory
e-mail ID	Mandatory	Mandatory	Mandatory
Present Banker details:	Details of either Student or Parent or co-obligant are mandatory		
IFSC Code	Please click on "click here " to search & select the IFSC code of bank branch where bank account is maintained		
Banker	This will be auto populated based on IFSC code selection		
Bank Branch	This will be auto populated based on IFSC code selection		
Account Type	Select from dropdown list.		
SB / OD A/c. No.	Provide details of bank account number		
Direct/Indirect liability details	Optional	Optional	Optional

2. Whether related to Chairman /Directors / employee of our Bank or any other Banks

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. If yes, details of relationship	If selected "Yes", provide relationship details

3. Particulars of course, for which loan is required.

Whether under : Merit / Management Quota	Mandatory Select from dropdown options		
Name of the Institution	Optional		
Name of the course	Optional	Duration of the course	Maximum Accepted upto 5 years. Provide values as YY-MM for e.g.: 4 years to be mentioned as 04-00.
Date of commencement	Optional Select date from Calendar	Date of completion	Optional Select date from Calendar

4. Cost of course / source of finance: (As per Certificate from Institute. Kindly attach copy)

Please enter correct totals for year as well as particulars

Loan required = Total course cost – own source /scholarship amount

All amounts to be entered in Indian Rupees.

Below is the example for 1 year course duration.

Particulars	1st year	2nd year	3rd year	4th year	5th year	Total
Tuition fees	5000					5000
Exam Fees	1000					1000
Books Stationery	500					500
Equipment / Computer	1000					1000
Hostel expenses	2000					2000
Sundries / Travel	500					500
Total	10000					10000
Own source/Scholarship	2000					2000
Loan required	8000					8000

5. Details of securities offered

This field is mandatory if required loan amount is more than 4 lakhs.

6. Prospects of earning after completion of the course:

Repayment proposed	Optional
No. of installments:	(For e.g.: 8 Installments)
Amount Rs.	(For e.g.: Rs. 1000 p.m)

7.Supporting Documents

I / We have attached copies of the following documents:

- Documents to be uploaded only in format jpeg, .png, .pdf, .tiff max 2 MB in size for total size of all the documents

Documents	Mandatory/Optional
• Mark sheet	It is mandatory to provide marksheet of last qualifying examination
• Proof of admission to the course	Mandatory if Name of the Institution and Name of course is provided
• Schedule of expenses for the course, from the Institution	Mandatory if Cost of course details are provided
• Proof of income / assets (if any)	Mandatory to be provided for Student / Parent/Guarantor , whose income details have been provided
• Latest salary certificate and form No.16 (for salaried persons)	Optional
• ITAO/IT returns (latest)	Optional
• Copy of land records	Optional
* Undertaking letter in the absence of PAN and Aadhar Nos.	Optional if PAN and/or Aaadhar No.s are not provided.
Passport size photographs of the applicant / parent / Co-obligant / Guarantor	Optional

8 Guidelines for Students

1. Students should keep checking their dashboard and registered e-mail address periodically to get updates about submitted loan application.
2. Students should enter a valid & contactable mobile number in Common Education Loan Application Form. Banks may contact you on the same number for any query related to loan application.
3. Students should check loan scheme details and eligibility criteria for selecting a suitable loan scheme.
4. Students desirous to apply for loan may submit application suitably after filling up Common Education Loan Application Form.

5. Please respond to banks query/ requirements within 15 days if loan amount is equal to or less than ₹ 7.5 Lakhs and within 30 days for loa amount more than ₹ 7.5 Lakhs, else bank may mark your application as "Closed".

Important Notes :

a. Please note "Submit" button will be enabled only after you click on the check box provided at the beginning of the declaration on Document Upload tab :

b. ❏ I / We declare that all the particulars and information given in the application form are true, correct and complete and binding on me / us. Further, the above particulars, shall form the basis of any loan Bank may decide to sanction to me / us. The loan amount will be used for the purpose for which it is granted.

c. The fields filled in the form will be validated once 'Save' and / or "Submit" button is clicked and errors if any will be shown below each of the fields.

d. Please correct the errors, attach the documents and re-submit the form.

e. All the tabs that have ✓ mark are filled up with all necessary details.

f. **Students / users are advised to click "Save" button provided at the top. & bottom of every tab. Session Time out is 15 minutes currently.**

g. Please re-check the form and attachments before submitting the form, as the application once submitted will be forwarded to bank whose loan schemes are applied for.

h. After the Education Loan Form is submitted, please search and apply for loan schemes of your choice.

i. Loan Application can be submitted for maximum Three Banks.

j. The loan application status can be viewed under the tab "Application Status".