BIRLA INSTITUTE OF TECHNOLOGY

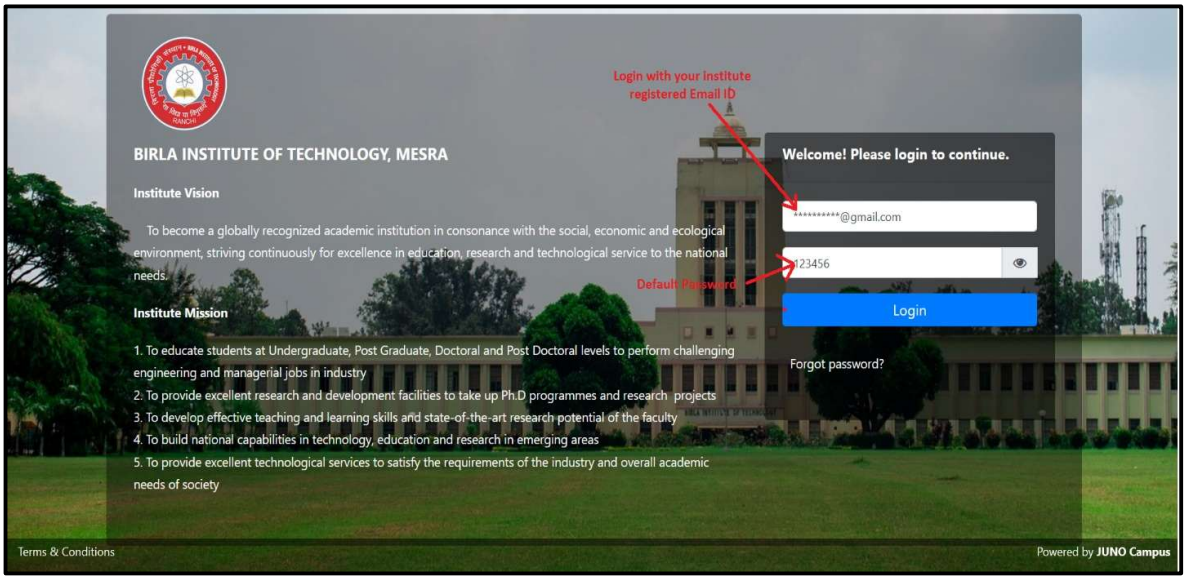
Student Scholarship or Assistantship User Manual

Role: Student

Login URL: https://erpportal.bitmesra.ac.in/login.htm

Login to the ERP Portal

Visit the BIT Mesra ERP Portal and log in using your institute-registered Email ID

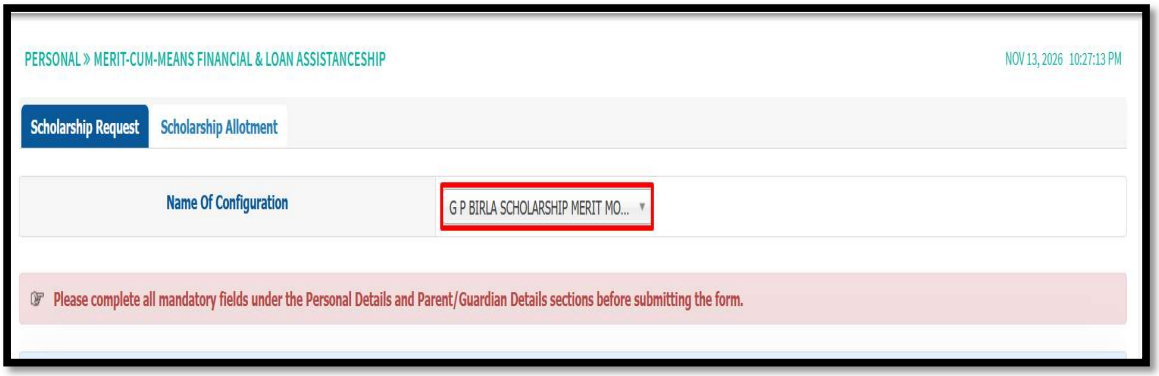


Path: Personal » Merit-Cum-Means Financial & Loan Assistanceship

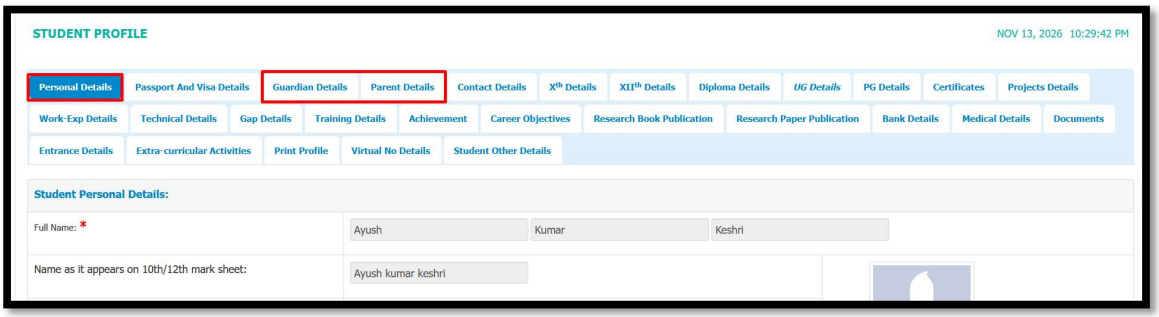
1. Navigate to **Personal » Merit-Cum-Means Financial & Loan Assistanceship**.
2. Click on the **Scholarship Request** tab to proceed with the application.

For Apply Scholarship:

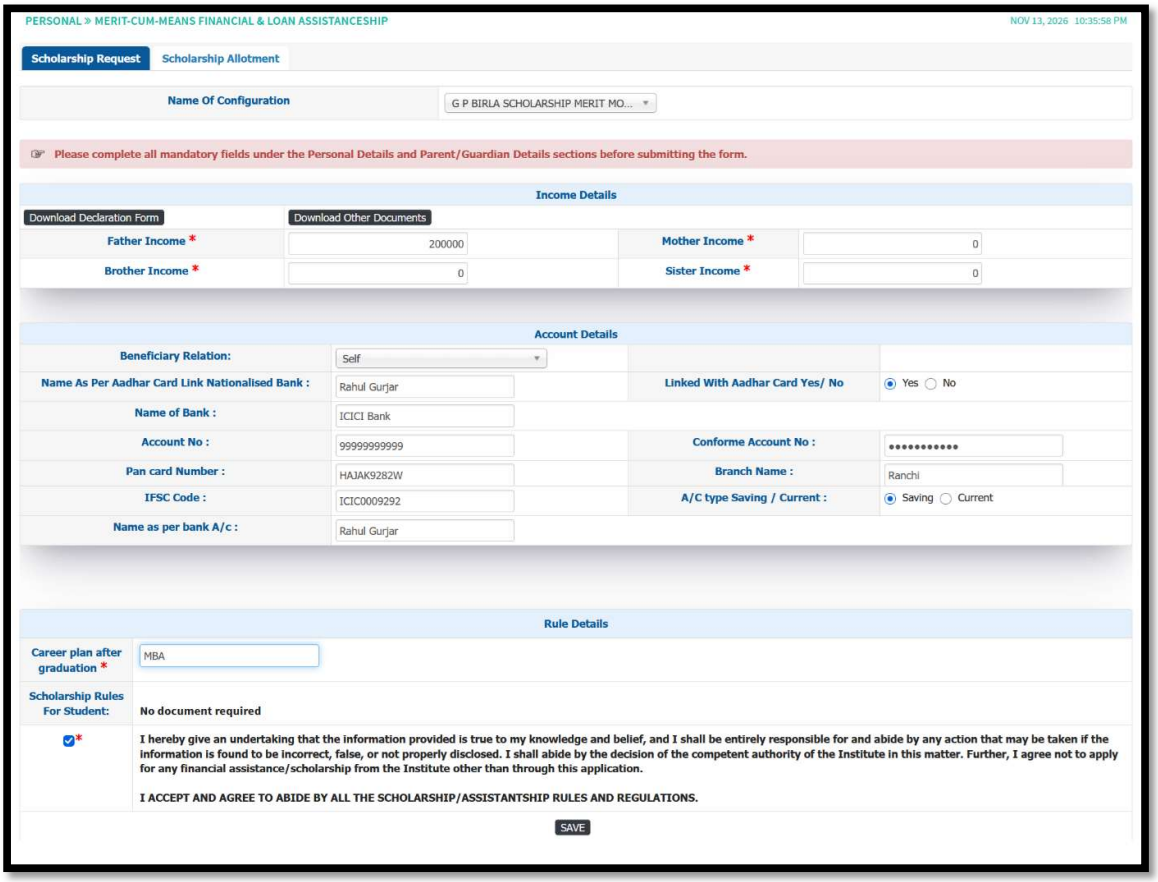
1. Click on the **Scholarship Request** tab and select the scholarship or assistantship for which you are eligible. The corresponding application form will then be displayed.



2. Before proceeding with the application, ensure that all mandatory profile details, as highlighted in the accompanying image, are completed. Pay special attention to **Personal Details, Parent Details, and Guardian Details** which are mandatory for filling Scholarship/Assistantship.



3. Once all mandatory profile details have been completed, proceed with filling out the Scholarship or Assistantship Application Form.



4. Carefully review the scholarship rules, eligibility criteria, and relevant notices. Verify all the information entered in the application form, accept the declaration, and click on Save. Download the declaration form, fill it out, and upload the duly completed

document along with all other required supporting documents as specified in the application.

5. Once you click on Save, a PDF copy of your application will be generated. Download and save the PDF for future reference. Your scholarship/assistantship request has now been successfully submitted.

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