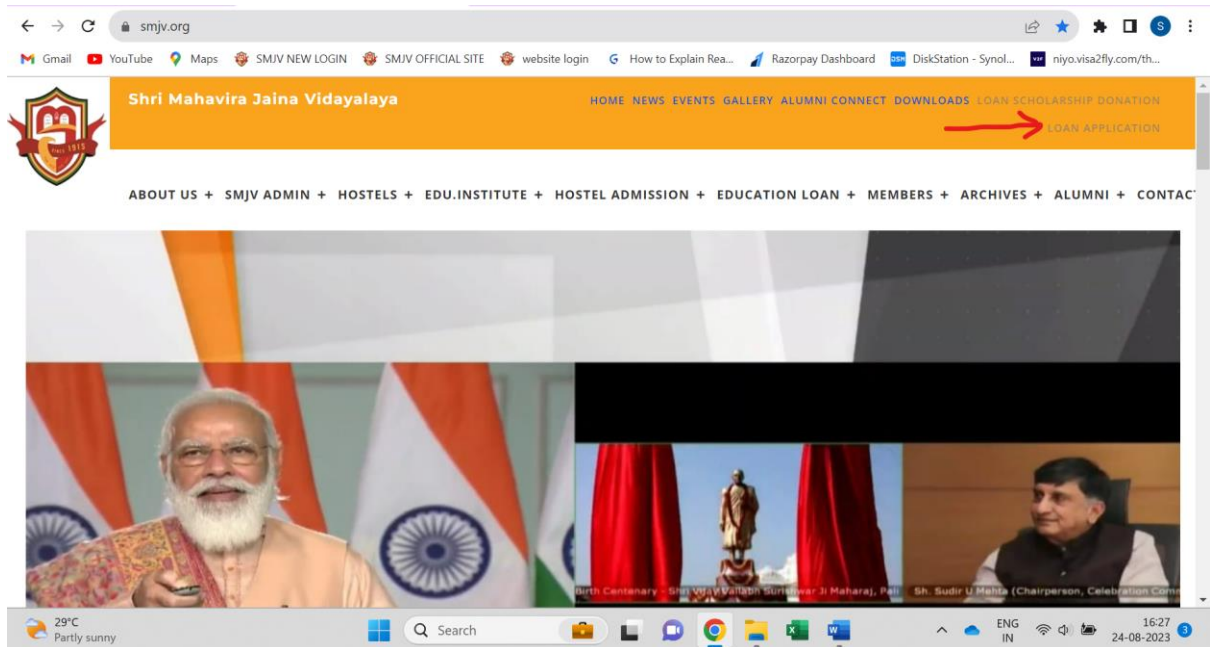


# PROCEDURE TO APPLY FOR THE NEW EDUCATION LOAN APPLICATION

STEP 1- Google search website [www.smjv.org](http://www.smjv.org)



STEP-2 Simply click on LOAN APPLICATION in the orange strip header.



**STEP-3** You will be redirected to the LOGIN page. Click on **“Don’t have an account”** to start with the account creation.

Not secure | 43.204.39.84:8069/web/login

Home Events News Success Stories + Sign in Contact Us

Email  
Email

Password  
Password

Log in

[Don't have an account?](#) [Reset Password](#)

Designed for companies

We are a team of passionate people whose goal is to improve  
43.204.39.84:8069/web/signup's life through disruptive products. We build great

SMJV

+1 (650) 555-0111  
hello@mycompany.com

**STEP-4** Fill in all the details and click on **sign up**.

Home Events News Success Stories + Sign in Contact Us

Your Email

Your Name  
e.g. John Doe

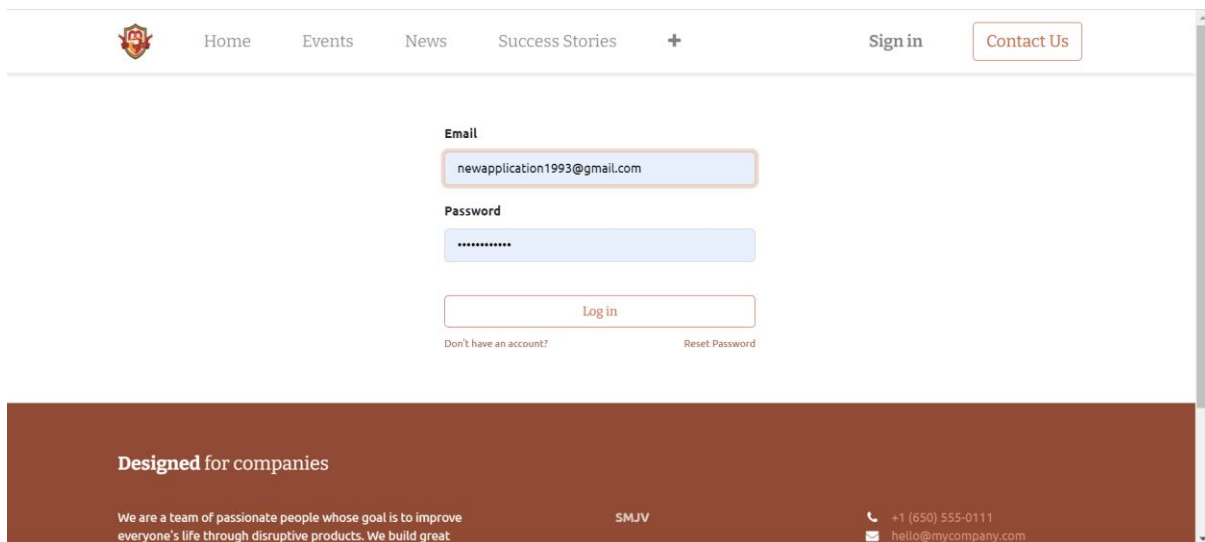
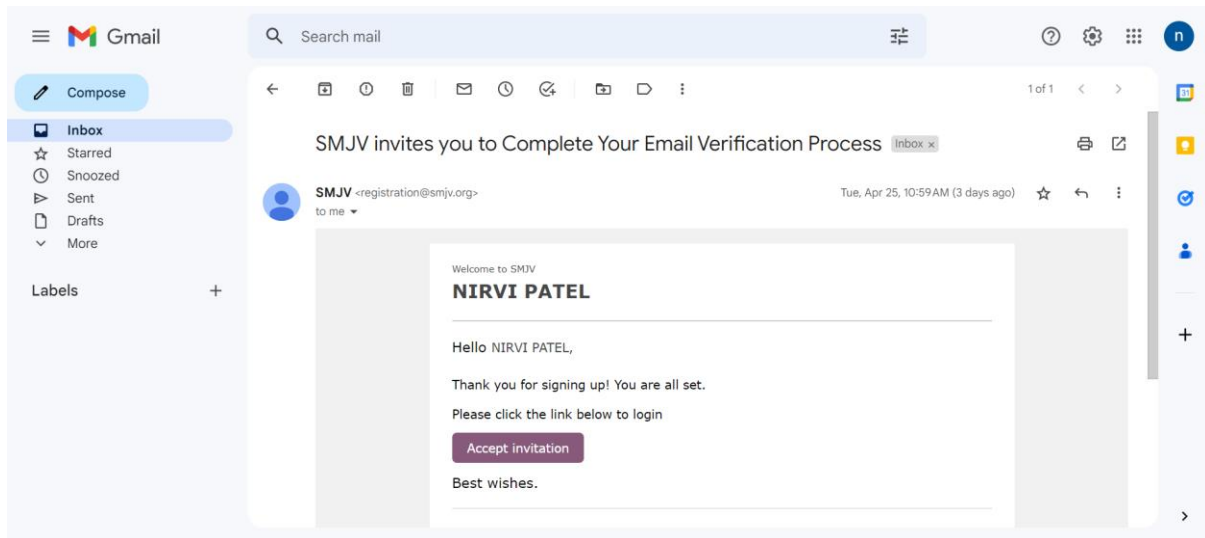
Your Birthday  
dd-mm-yyyy

Your ADHAAR Card No

Sign up

[Already have an account?](#)

**STEP- 5** A Notification email will be sent to the provided email address. Open the email and click on **“Accept Invitation”** button.



**STEP-6** Reconfirm your details again along with creation of password and you will see a dashboard screen with your name on top right corner. (In case if system does not redirect you, then refresh the browser and enter login credentials you have made).

<input type="checkbox"/>	Student Na...	Mobile Nu...	E-Mail	GR Numbe...	Result mar...	Branch	Fees Rece...	Room Num...	Floor Num...	Course Na...	Category	Trust Code...	Type
<input type="checkbox"/>	Vivek Chore	98989892892	vchore15@...	GR-45612	1.09 Mb	VADODARA...	306.71 Kb	1	1		Open	01251	Paying
<input type="checkbox"/>	Pravin Kiran...	08985685965	damanakola...	GR025632	397.15 Kb	BHAVNAGA...	443.23 Kb	120415	2		Open		Paying

Home Events News Success Stories + Sign in Contact Us

Email  
newapplication1993@gmail.com

Password  
\*\*\*\*\*

Log in

Don't have an account? Reset Password

Designed for companies

We are a team of passionate people whose goal is to improve everyone's life through disruptive products. We build great

SMJV

+1 (650) 555-0111  
hello@mycompany.com

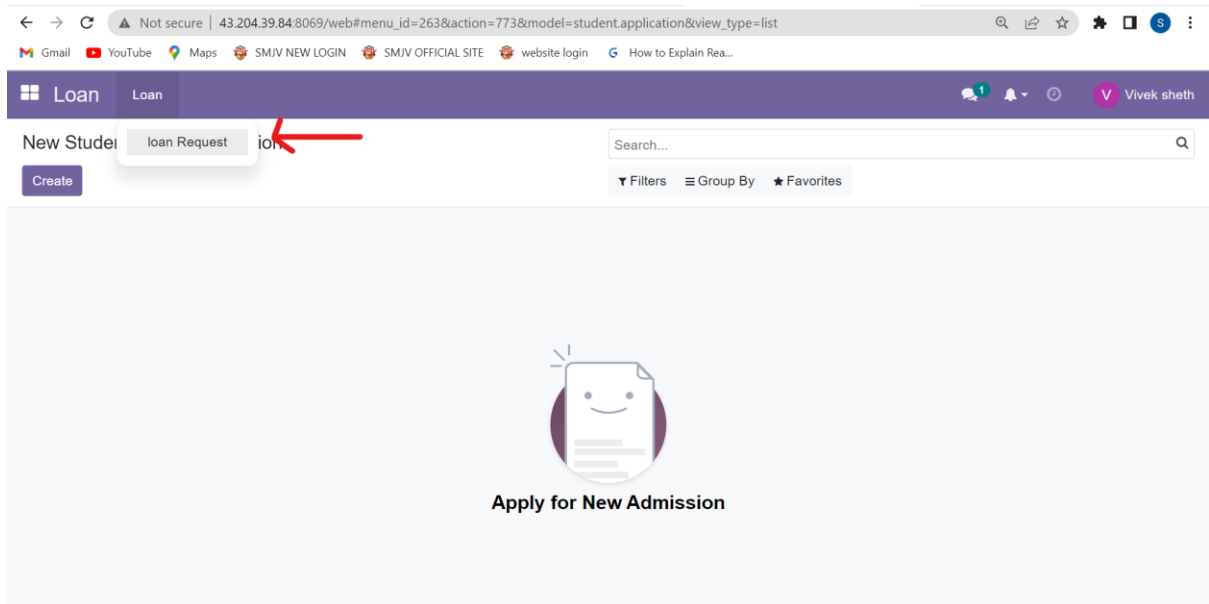
**STEP-7** Click on the **four-square** icon in the top left and search for **“LOAN”** icon in the grid menu.

<input type="checkbox"/>	Student Na...	Mobile Nu...	E-Mail	GR Numbe...	Result mar...	Branch	Fees Rece...	Room Num...	Floor Num...	Course Na...	Category	Trust Code...	Type
<input type="checkbox"/>	Vivek Chore	98989892892	vchore15@...	GR-45612	1.09 Mb	VADODARA...	306.71 Kb	1	1		Open	01251	Paying
<input type="checkbox"/>	Pravin Kiran...	08985685965	damanakola...	GR025632	397.15 Kb	BHAVNAGA...	443.23 Kb	120415	2		Open		Paying

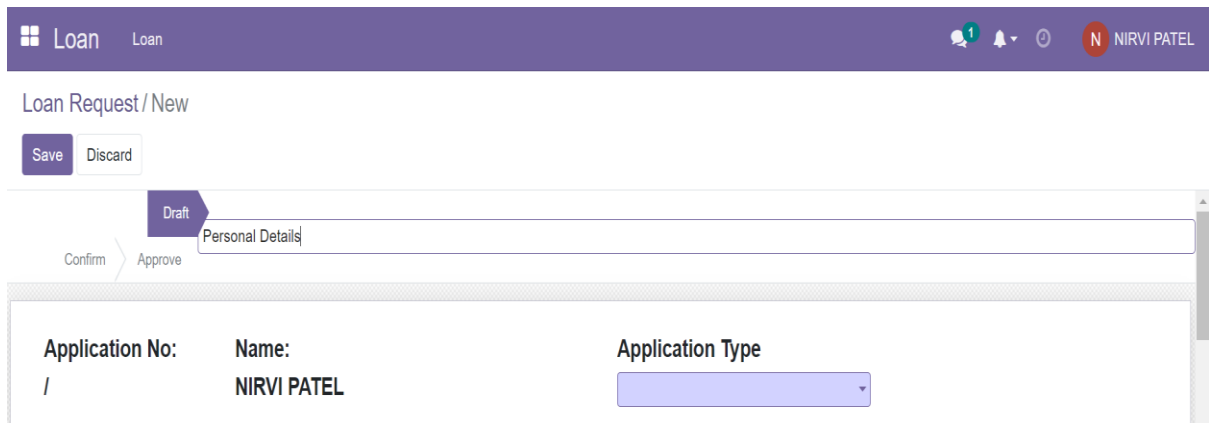
Search menus...

Loan Applications PUNE - Shri Mahavir Jain Vidyalaya

**Step- 8** Click on small font sized **Loan option** on the purple bar and verify that you see the drop-down list. Select **“Loan requests”** from drop down and check whether you see **Create** button as seen in the below SS.



**Step- 9** Click on **“Create”** button to open the form.



## STEP 9.1 PERSONAL DETAILS

You will see multiple panels starting from- PARENT DETAILS, FAMILY DETAILS, EDUCATION DETAILS, FUNDING DETAILS, GURANTOR DETAILS, DOCUMENTS, SUBMIT SECTION and so on. By default, the system will stand on PARENT DETAILS, hence you need to start filling the form from there itself.

Read the brief instructions on the page and start entering the data.

Fields marked in dark blue are mandatory fields, i.e information is compulsory.

Photo upload is mandatory. Please ensure that you upload the picture before proceeding to the next part.

---

Loan Request / New


Save Discard

Loan Application stages

Personal Details Student Comments

**NOTE FOR STUDENTS:-**

- Please Ensure that Your photo has been uploaded in the photo box and only in .jpeg or .jpg format only.
- Please enter N/A in the fields where you don't have the relevant information but do not keep any fields blank or incomplete.
- Only one application is allowed per account and per student Aadhaar details.
- Please fill the form in BLOCK LETTERS ONLY.
- Form once submitted will not be editable; Hence enter information correctly.



Aadhar	<input type="text" value="976929885700"/>	Spouse	<input type="text"/>
Student First Name	<input type="text" value="NIRVI-DUMMY"/>	Native Place	<input type="text"/>
Student Middle Name	<input type="text" value="K"/>	Alternate Email	<input type="text" value="it.admin@gmail.com"/>
Student Last Name	<input type="text" value="PATEL -DIJIMMY"/>	Religion	<input type="text" value="Jain"/>

Once you finish entering the data, press green colored "Save button" in the bottom of the page.

---

Loan Request / New

Save Discard

Mobile No	<input type="text" value="9167323144"/>	Correspondence	<input type="text"/>
		Email	<input type="text"/>
		Correspondence	<input type="text"/>
		Mobile	<input type="text"/>

**Save Personal Details**

## STEP 9.2 FAMILY DETAILS

Fill in all the columns as seen in the system.

Personal Details | **Family Details** | Education Details | Funding Details | Guarantor Details | Documents | Submit Section | Second Stage Document

Student Comments

Relation Wi...	Name	Age	Qualificatio...	Occupatio...	Business T...	Job / Desig...	Pan Card N...	Office Pho...	Email ID	Yearly Gro...	Individual I...
HP		50	BUSINESS	BUSINESS	BUSINESS		CNJPP0345L		A@GMAIL....	340,000.00	0.00
SP		45	HOUSEWIFE	HOUSEWIFE	HOMEMAK...		CNJPP0347L		B@GMAIL....	0.00	0.00
		0								0.00	0.00
FATHER		0								0.00	0.00
GRAND FA...		0								0.00	0.00
GRAND MO...		0								0.00	0.00
Add a line											

If you want to alter any family member (**except father, mother, 1-brother, 1-sister**) click on delete icon in the last column far right.

If in case parents are expired, then you can write (expired) after writing their full name in the Name column.







Loan Request / New

Save | Discard

Loan Application stages

Personal Details | **Family Details** | Education Details | Funding Details | Guarantor Details | Documents | Submit Section | Second Stage Document

Student Comments

Relation With Stud...	Name	Age	Qualificatio...	Occupatio...	Business T...	Job / Desig...	Pan Card N...	Office Pho...	E Y Individual I...	Individual ...	
HP		50	BUSINESS	BUSINESS	BUSINESS		CNJPP0345L		A 3	0.00	0.00 
SP		45	HOUSEWIFE	HOUSEWIFE	HOMEMAK...		CNJPP0347L		E 0	0.00	0.00 
		0							0	0.00	0.00 
FATHER		0							0	0.00	0.00 
GRAND FATHER		0							0	0.00	0.00 
GRAND MOTHER		0							0	0.00	0.00 
Add a line											

Once you finish entering the data, press green colored "Save button" in the bottom of the page.

Total Earning Member

Family Member

Taken Diksha

Total Insurance Premium Of Family

Total Family Premium Value

Is Any Member Specially abled

**Save Family Details**



**N.B- PLEASE DO NOT CLICK OR EXPLORE THE  ICON ANYWHERE ON FORM PAGE AS IT ONLY FOR SYSTEM USE ONLY**

### STEP 9.3 EDUCATION DETAILS


Fill in all the columns in the Education details table.








Loan Request / New

Loan Application stages

Personal Details Family Details **Education Details** Funding Details Guarantor Details Documents Submit Section Second Stage Document

Student Comments

**Education Details** 


Exam Name	Exam Month	Exam Year	Out of Marks	Marks Obtained	Percentage	
S.S.C	Select		0	0	0.000	
DIPLOMA	Select		0	0	0.000	
H.S.C	Select		0	0	0.000	
BACHELOR DEGREE	Select		0	0	0.000	
ANY OTHER DEGREE	Select		0	0	0.000	
ghoghari mahila mandal	Select		0	0	0.000	
JJC	Select		0	0	0.000	








43204.39.84:8069/web#notebook\_page\_262


If you want to add any exam name (except- SSC, HSC, DIPLOMA, BACHELOR'S DEGREE, ANY OTHER DEGREE) then you can click add a line in the last.

Loan Loan

Loan Request / New

**Education Details** 


Exam Name	Exam Month	Exam Year	Out of Marks	Marks Obtained	Percentage	
S.S.C	Select		0	0	0.000	
DIPLOMA	Select		0	0	0.000	
H.S.C	Select		0	0	0.000	
BACHELOR DEGREE	Select		0	0	0.000	
ANY OTHER DEGREE	Select		0	0	0.000	
ghoghari mahila mandal	Select		0	0	0.000	
JJC	Select		0	0	0.000	
Add a line						










If you want to delete any rows (except- SSC, HSC, DIPLOMA, BACHELOR'S DEGREE, ANY OTHER DEGREE) then you can click on delete icon in the last.


Loan Request / New






Save Discard

Education Details 





Exam Name	Exam Month	Exam Year	Out of Marks	Marks Obtained	Percentage	
S.S.C	Select		0	0	0.000	
DIPLOMA	Select		0	0	0.000	
H.S.C	Select		0	0	0.000	
BACHELOR DEGREE	Select		0	0	0.000	
ANY OTHER DEGREE	Select		0	0	0.000	
ghoghari mahila mandal	Select		0	0	0.000	
JJC	Select		0	0	0.000	
Add a line						

Also, the same is applicable for the expenses table.

Expenses(only in INR) 






Group Name	1 Year	2 Year	3 Year	4 Year	5 Year	6 Year	Total	
15000	0	0	0	0	0	0	0	
Living Expenses	0	0	0	0	0	0	0	
TOTAL FEES APPROX	0	0	0	0	0	0	0	
Other Expenses	0	0	0	0	0	0	0	
Total Expenses Rs	0	0	0	0	0	0	0	


Once you finish entering the data, press green colored "Save button" in the bottom of the page.

Loan Loan     NIRVI PATEL

Loan Request / New

Save Discard

15000	0	0	0	0	0	0	0	
Living Expenses	0	0	0	0	0	0	0	
TOTAL FEES APPROX	0	0	0	0	0	0	0	
Other Expenses	0	0	0	0	0	0	0	
Total Expenses Rs	0	0	0	0	0	0	0	



**N.B- PLEASE DO NOT CLICK OR EXPLORE THE  ICON ANYWHERE ON FORM PAGE AS IT ONLY FOR SYSTEM USE ONLY**

## STEP 9.4 FUNDING DETAILS

In the funding details table, it is necessary to put the amount value against the Own/family fund support field and select its status to APPROVED. From the drop-down list.

Also ensure that you compulsorily fill Name of Trust/University and institutes name form where you have applied loans whichever applicable. In case of university Scholarship please put the amount value in INR only.

Funding details	Funding details	Name of Trust/university	Status	Amount(Rs.)
	Own / Family Fund Support	Self Family Support	Approved	3,500,000
	Bank Loan Arranged	Bank of Baroda	Approved	5,400,000
	Trust/Institute Loan(1)			0
	Trust/Institute Loan(2)			0
	Trust/Institute Loan(3)			0
	Trust/Institute Loan(4)			0
	University Scholarship			0
	Total			8,900,000
	Add a line			

Also ensure that if any other status is applicable to you, then you should compulsorily set its Status.

Loan Request / New

Save Discard

Status	Status	Amount(Rs.)
Own / Family Fund Support		1,000,000
Bank Loan Arranged		0
Trust/Institute Loan(1)		0
Trust/Institute Loan(2)		0
Trust/Institute Loan(3)		0
Trust/Institute Loan(4)		0
University Scholarship		0
Total		1,000,000
Jain Jagruti Centre		0
JITO		0
Ghodhari Samai		0

Applied  
Approved  
WILL APPLY  
Start typing...

Also fill in the Relative contact details below.

**N.B – ALL THE FIELDS ARE COMPULSORY, IF IN CASE FOR E.G THE RELATIVE DO NOT HAVE THEIR OWN PERSONAL EMAIL ID'S THEN APPLICANT MUST MENTION ID'S OF THEIR IMMEDIATE FAMILY RELATIVE.**

Loan Dashboard / Loan / LOAN/2023/7764

Save Discard 1/2 < >

Relative Contact Details

Particulars	Name	Mobile No	Email Id
Male	JASMINBHAI DOSHI	9924760769	manavdoshi97@gmail.com
Female	Deepa Doshi	9714102720	manavdoshi04@gmail.com

Student Name Exactly As Per Bank Account: MANAV JASMIN DOSHI

Account No: 04170100009639

IFSC Code: IOBA0000417

Bank Name: INDIAN OVERSEAS BANK

Branch Name: JamNagar

Bank account cancel cheque/passbook copy: 75.32 Kb

Document Name: PASSBOOK

Once you finish entering the data, press green colored “Save button” in the bottom of the page.

Loan Request / LOAN/2023/7969

Save Discard 1/1 < >

Student Name Exactly As Per Bank Account:

IFSC Code:

Bank Name:

Branch Name:

Bank Address:

Account No:

Bank account cancel cheque/passbook copy:  Upload your file

Document Name:

**Save Funding Details**

**N.B- PLEASE DO NOT CLICK OR EXPLORE THE  ICON ANYWHERE ON FORM PAGE AS IT ONLY FOR SYSTEM USE ONLY**

## Step 9.5 GUARANTOR DETAILS

Fill in all the Guarantor 1 and 2 details as prescribed after reading the instructions.

Loan Request / LOAN/2023/7969

Save Discard

1 / 1 < >

Loan Application Stages

Personal Details Family Details Education Details Funding Details Guarantor Details Documents Submit Section Second Stage Document

Student Comments

**NOTE: Guarantor's details-Other than immediate relatives (no father, mother, real brother, sister) but should be JAIN only and should not be more than 65 years of age and retired.**

First Guarantor Name	<input type="text"/>	Second Guarantor Name	<input type="text"/>
Permanent Address	<input type="text"/>	Permanent Address	<input type="text"/>
Mobile no	<input type="text"/>	Mobile no	<input type="text"/>
Phone no	<input type="text"/>	Phone no	<input type="text"/>
Email id	<input type="text"/>	Email id	<input type="text"/>
Relation With Student as Guarantor	<input type="text"/>	Relation with Student as Guarantor	<input type="text"/>
Pancard Number	<input type="text"/>	Pancard Number	<input type="text"/>

**STUDENTS WHO HAVE APPLIED FOR FOREIGN LOANS NEED TO FILL THE POWER OF ATTORNEY DETAILS TOO.**

Loan Request / LOAN/2023/7969

Save Discard

1 / 1 < >

Income(per annum) (only numbers allow)	<input type="text"/>	Income(per annum) (only numbers allow)	<input type="text"/>
Name of Business / Service	<input type="text"/>	Name Of Business / Service	<input type="text"/>

Power of attorney Details

Name	<input type="text"/>
Email	<input type="text"/>
Contact	<input type="text"/>
Address	<input type="text"/>
Relation	<input type="text"/>

Save Guaranters Details

Once you finish entering the data, press green colored "Save button" in the bottom of the page.

Loan Request / LOAN/2023/7969

Save Discard 1/1 < >

Income(per annum) (only numbers allow)	<input type="text"/>	Income(per annum) (only numbers allow)	<input type="text"/>
Name of Business / Service	<input type="text"/>	Name Of Business / Service	<input type="text"/>

Power of attorney Details

Name

Email

Contact

Address

Relation

Save Guaranters Details

### STEP 9.6 DOCUMENTS

This panel allows you to upload the required documents after reading the instructions written in blue.

Click on the Master list buttons to download the checklist pdf document as per your loan application type.

LOAN/2023/7979

Edit Create Print Action 1/1 < >

Application No: LOAN/2023/7979 Name: Mahek Sanghvi Application Type: DOMESTIC

Loan Application Stages

Personal Details Family Details Education Details Funding Details Guarantor Details Documents Submit Section Schedule Interview

Head Office Section Secretary Section Second Stage Document Physical Document Approval Disbursement Student Comments Manual Payment Interview

\*The max file size can be 5 MB.\*\* Only files with .PDF, .DOCX, .XLSX, .PNG, .JPG, .JPEG will be allowed for upload.\*Click on the file name to Upload File

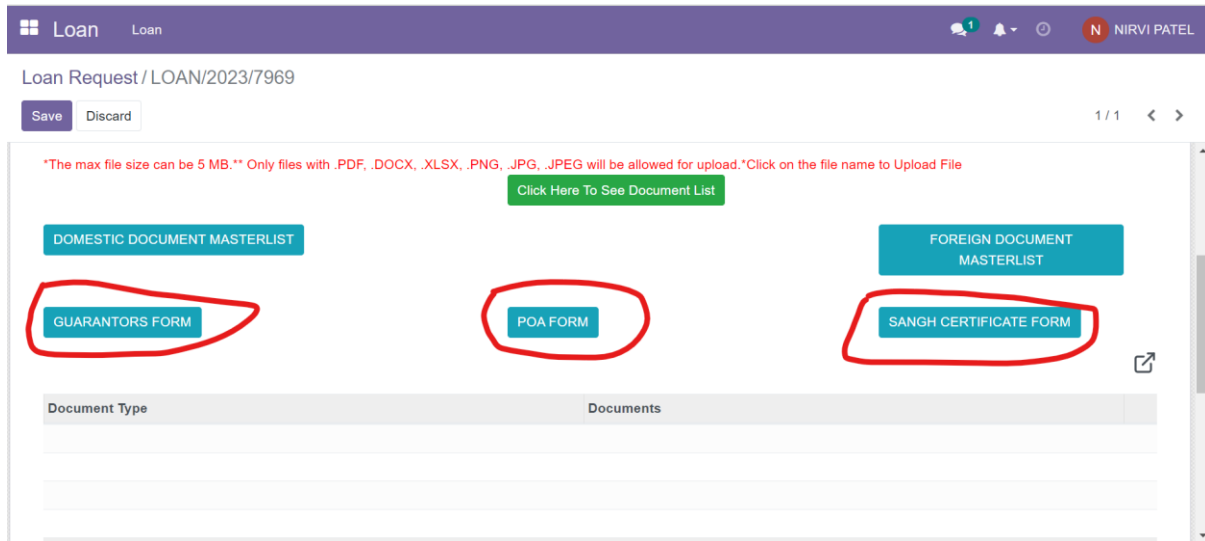
Click Here To See Document List

DOMESTIC DOCUMENT MASTERLIST FOREIGN DOCUMENT MASTERLIST

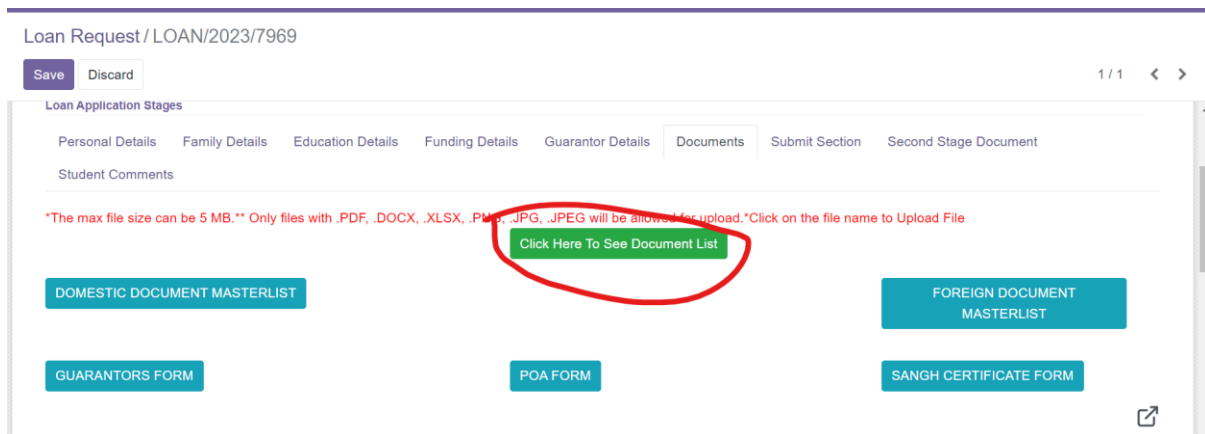
GUARANTORS FORM POA FORM SANGH CERTIFICATE FORM

43.204.39.84:8069/web#notebook\_page\_136

You can also download pre-formatted forms for Guarantors, power of attorney and Sangh certificate by clicking on the buttons.



Click on the Button "CLICK HERE TO SEE THE DOCUMENT LIST" to refresh and display the document list according to the loan application type selected.

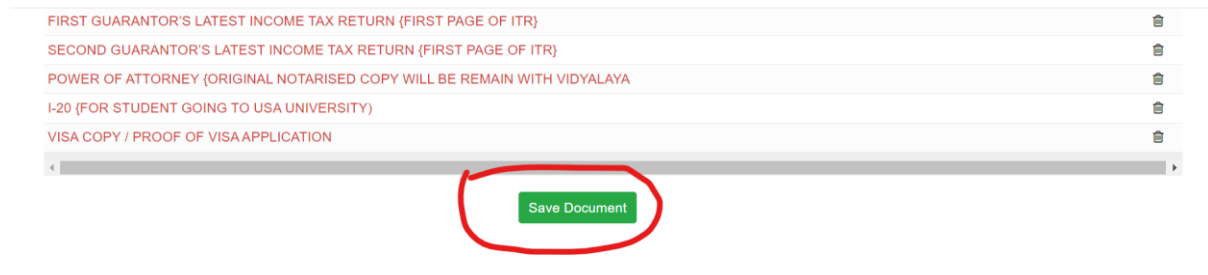


**PLEASE DO NOT ALTER THE FIXED SEQUENCE LIST BY PRESSING DELETE ICON. IF YOU DO NOT HAVE THE DOCUMENT FILE THEN LEAVE IT BLANK.**

**N.B- PLEASE DO NOT CLICK OR EXPLORE THE  ICON ANYWHERE ON FORM PAGE AS IT ONLY FOR SYSTEM USE ONLY**

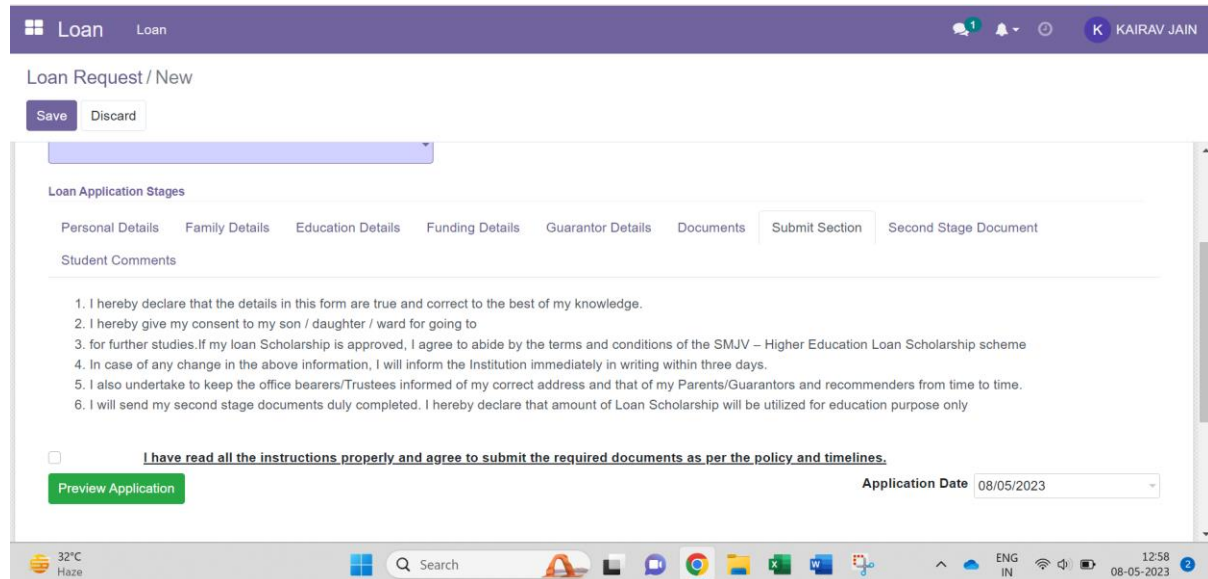
**ALSO DO NOT ALTER THE LIST BY DELETING ANY OF THE PARTICULARS. IF YOU DO NOT HAVE THE DOCUMENT, PLEASE LEAVE IT BLANK. ACTION OF DELETION IN THE LIST IF FOUND WILL DIRECTLY LEAD TO REJECTION OF THE APPLICATION.**

Once you finish entering the data, press green colored “Save button” in the bottom of the page.



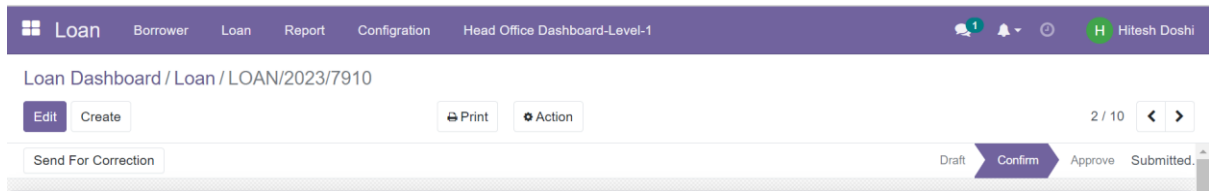
**STEP- 10** On the last page of Document read the T&C's click on the “I have read.....” line and click **“SUBMIT”**. **(Ensure that you have visited each panel from Personal details to Submit section)**

Ensure that the Submission Date is the same as the current date. If not, set the date manually.

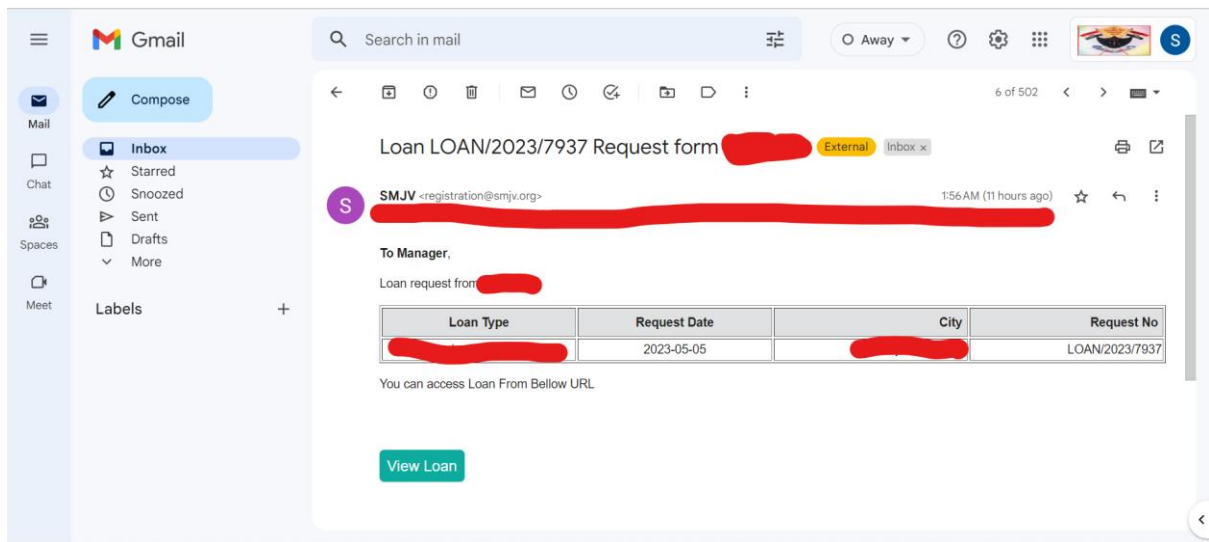




Once your application is submitted you will see the status of your application changing from **Draft** to **Confirm**



Also, you will receive an email notification as below on your registered email address.

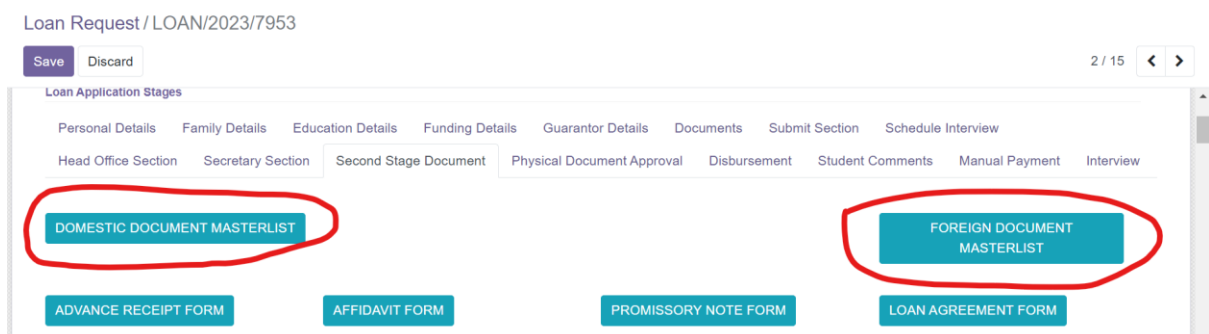


#### STEP- 11 SECOND STAGE DOCUMENTS

Once the secretary approves your loan application and you receive an email notification containing the attachment of your sanction letter then the next step from your end will be to upload the set of SECOND STAGE DOCUMENTS.

The master list is available for download in the buttons FOREIGN MASTERLIST & DOMESTIC MASTERLIST.

**THE SECOND STAGE DOCUMENT LIST WILL BE DISPLAYED ONLY AFTER THE APPLICANT HAS RECEIVED AN EMAIL CONTAINING THE SANCTION LETTER PDF DOCUMENT ATTACHMENT. HENCE ARE ADVISED TO CHECK THEIR EMAILS ON REGULAR INTERVALS FOR IT.**



Pre-formatted forms required by the student to be filled, scanned, and uploaded are also available for download as seen in the above screenshot.

Upload all the documents as per the displayed list and click on “Submit Second stage Document” button.

Loan Dashboard / Loan / LOAN/2023/7825

Edit Create Print Action 1 / 1 < >

Loan Second Stage Documents

Document Type	Documents
I-20 (FOR STUDENT GOING TO USA UNIVERSITY)	
EMMIGRATION PROOF (STAMP ON PASSPORT/ I-94)	
STUDENT ONE PHOTO (PASSPORT SIZE)	82.90 Kb
AFFIDAVIT ON Rs. 100/- STAMP PAPER / FRANKING / E-CHALLAN (NOTARISED ALSO)	1.15 Mb
AGREEMENT ON Rs. 300 (Rs. 100 x 3 Nos.) STAMP PAPER / FRANKING (NOTARISED ALSO)	1.52 Mb
ADVANCE RECEIPT (STUDENT SIGNATURE ON REVENUE STAMP OF Rs. 1/-)	211.78 Kb
PROMISSORY NOTE (STUDENT SIGNATURE ON REVENUE STAMP OF Rs. 1/-)	2.15 Mb
SECURITY CHEQUE FROM STUDENT ACCOUNT (ACCOUNT PAYEE AND SIGNED WITHOUT DATE AS PER SANCTION LETTER)	185.76 Kb
POWER OF ATTORNEY (ORIGINAL NOTARISED COPY WILL BE REMAIN WITH VIDYALAYA)	

Loan Dashboard / Loan / LOAN/2023/7979

Save Discard 11 / 80 < >

Comments

Submit Second Stage Document Approval Date 11/05/2023

**PLEASE DO NOT ALTER THE FIXED SEQUENCE LIST BY PRESSING DELETE ICON. IF YOU DO NOT HAVE THE DOCUMENT FILE THEN LEAVE IT BLANK.**

**N.B- PLEASE DO NOT CLICK OR EXPLORE THE  ICON ANYWHERE ON FORM PAGE AS IT ONLY FOR SYSTEM USE ONLY**

### **FOR FOREIGN LOAN APPLICANTS**

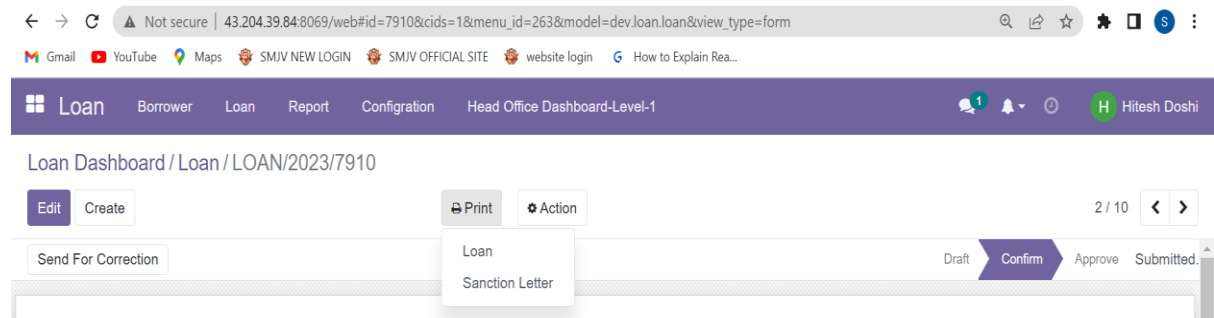
**WHILE UPLOADING SECOND STAGE DOCUMENTS, PLEASE ENSURE THAT YOU HAVE ALL THE DOCUMENTS FOR THE UPLOAD.**

**IMMIGRATION PROOF IS THE DOCUMENT WHICH NEEDS TO BE UPLOADED AFTER THE APPLICANT HAS CLEARED IT'S AIRPORT IMMIGRATION AND REACHED TO IT'S DESTNATION COUNTRY. THE SAME SHALL BE APPLICABLE TO THE COLLEGE PAID FEE RECEIPT. IF YOU DO NOT HAVE THE DOCUMENT PLEASE UPLOAD REST OF THE LIST AND CLICK ON SAVE BUTTON IN TOP LEFT INSTEAD OF SUBMISSION DOWN.**

**THE UPLOADING OF WRONG DOCUMENT OR ALIASING WILL BE CONSIDERED AS AN ACT OF FORGERY AND WILL BE LIABLE FOR IMMEDIATE REJECTION.**

## NOTES:

1. You can save your partially filled form by click on the “SAVE” button if required at any stage of form filling. This will prevent your data loss but ensure that your form is in draft mode and not submitted.
2. Once the form is submitted you can take a print of it by clicking PRINT > LOAN on the top center (**Print will be possible only after application is submitted**)



3. In case if the system shows “connection lost” or shows Loading then please clear browser cache and try logging in again.
4. Please Ensure that Your photo has been uploaded in the photo box and only in .jpeg or .jpg format only.
5. Please enter N/A in the fields where you don't have the relevant information but do not keep any fields blank or incomplete.
6. Only one application is allowed per account and per student Aadhaar details.
7. Please fill the form in BLOCK LETTERS ONLY.
8. Form once submitted will not be editable; Hence enter information correctly.
9. In the first page on selecting “APPLICATION TYPE” drop down, please ensure that you use only the options you see in the list i.e.

**DOMESTIC- APPLICATIONS FOR LOANS WITHIN INDIA**

**FOREIGN- APPLICATIONS FOR LOANS OUTSIDE INDIA**

**CA LOAN- APPLICANTS WISHING TO TAKE LOAN FOR CA COURSES.**

The application will be bound for rejection if the application type is found to be manually written in the block or any other option is selected.

10. In events of applications sent back for correction or needs editing after submission where you need to go to particular panel previous to the current panel then follow:

A. Click on edit in top left!

Loan Request / LOAN/2023/7953

Edit Create Print Action 2 / 15 < >

Calculate Installment Send For Correction Draft Confirm Approve Documents

Application No: LOAN/2023/7953 Name: DHRUVI KAMLESH SHAH Application Type: DOMESTIC

Loan Application Stages: Documents Schedule Interview Head Office Section Secretary Section Physical Document Approval Student Comments Manual Payment

\*The max file size can be 5 MB.\*\* Only files with .PDF, .DOCX, .XLSX, .PNG, .JPG, .JPEG will be allowed for upload.\*Click on the file name to Upload File

Click Here To See Document List

DOMESTIC DOCUMENT MASTERLIST FOREIGN DOCUMENT MASTERLIST

GUARANTORS FORM POA FORM SANGH CERTIFICATE FORM

B. Click on SET TO DRAFT button just beneath it.

Loan Dashboard / Loan / 23/FO/00033

Edit Create Print Action 39 / 53 < >

Set to Draft Send For Correction Draft Confirm Approve Reject Accepted

DOMESTIC DOCUMENT MASTERLIST FOREIGN DOCUMENT MASTERLIST

GUARANTORS FORM POA FORM SANGH CERTIFICATE FORM

C. System enters the edit mode and will show a text bar showing current panel name.

Loan Request / LOAN/2023/7953

Save Discard Print Action 2 / 15 < >

Calculate Installment Send For Correction Draft Confirm Approve Documents

Application No: LOAN/2023/7953 Name: DHRUVI KAMLESH SHAH Application Type: DOMESTIC

Loan Application Stages: Documents Schedule Interview Head Office Section Secretary Section Physical Document Approval Student Comments Manual Payment

\*The max file size can be 5 MB.\*\* Only files with .PDF, .DOCX, .XLSX, .PNG, .JPG, .JPEG will be allowed for upload.\*Click on the file name to Upload File

Click Here To See Document List

DOMESTIC DOCUMENT MASTERLIST FOREIGN DOCUMENT MASTERLIST

D. Now to toggle back to previous panel **Backspace** the panel name in the text bar completely and click the mouse anywhere on the screen.

Loan Request / LOAN/2023/7953

Save Discard 2 / 15

Calculate Installment Draft Confirm  
Send For Correction Approve

Application No: LOAN/2023/7953 Name: DHRUVI KAMLESH SHAH Application Type: DOMESTIC

Loan Application Stages: Documents, Schedule Interview, Head Office Section, Secretary Section, Physical Document Approval, Student Comments, Manual Payment

\*The max file size can be 5 MB.\*\* Only files with .PDF, .DOCX, .XLSX, .PNG, .JPG, .JPEG will be allowed for upload.\*Click on the file name to Upload File

Click Here To See Document List

DOMESTIC DOCUMENT MASTERLIST FOREIGN DOCUMENT MASTERLIST

E. On mouse click.

Loan Request / LOAN/2023/7953

Save Discard 2 / 15

Calculate Installment Draft Confirm  
Send For Correction Approve

Application No: LOAN/2023/7953 Name: DHRUVI KAMLESH SHAH Application Type: DOMESTIC

Loan Application Stages: Personal Details, Family Details, Education Details, Funding Details, Guarantor Details, Documents, Submit Section, Schedule Interview, Head Office Section, Secretary Section, Second Stage Document, Physical Document Approval, Disbursement, Student Comments, Manual Payment, Interview

\*The max file size can be 5 MB.\*\* Only files with .PDF, .DOCX, .XLSX, .PNG, .JPG, .JPEG will be allowed for upload.\*Click on the file name to Upload File

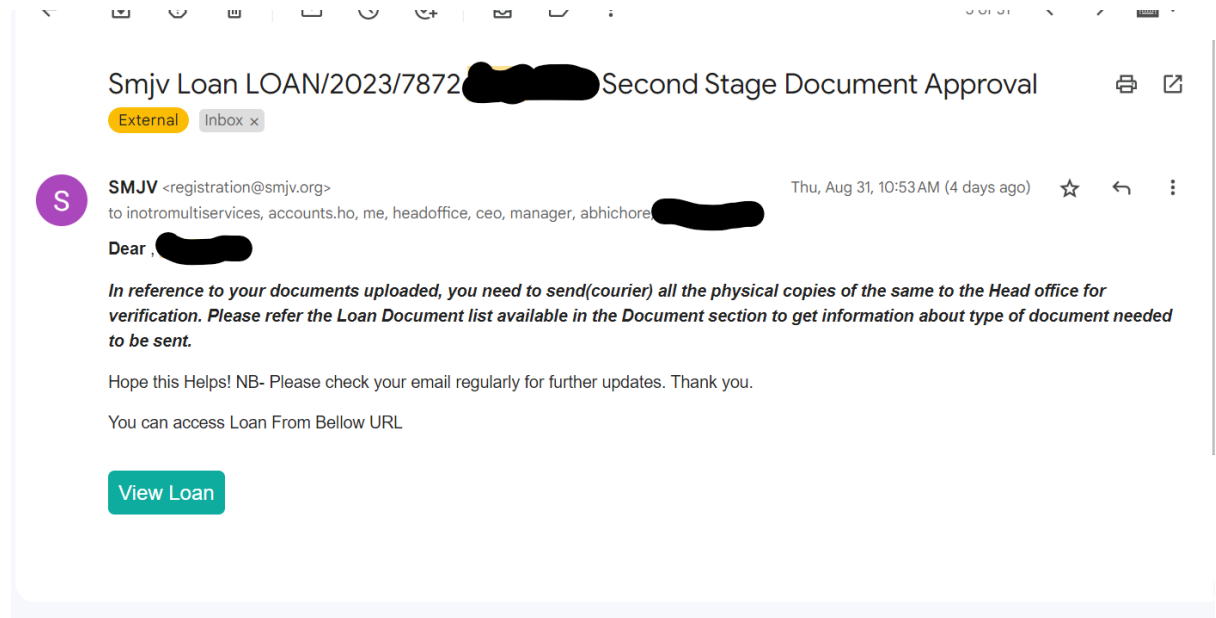
Click Here To See Document List

DOMESTIC DOCUMENT MASTERLIST FOREIGN DOCUMENT MASTERLIST

F. Rectify the information in the panel and save each page details by clicking on green save buttons described in STEPS 9.1 to 9.7 and submit the application by finally clicking on STEP 10.

11. For submission of the physical documents, you can do so either by courier or submitting in person by visiting the head office.

However, before visiting please ensure that you have received the below SS mail notification on your registered email id and you have included a hardcopy print proof in your physical document file.



**IT IS COMPLUSORY THAT YOU BRING PHYSICAL DOCUMENTS ONLY ALONG WITH THIS MAIL CONFIRMATION.**