

General Instructions (Please read these instructions carefully before filling out the application form):-

- The entire selection process has been divided into **four phases** and applicants will be informed about the status of their application at the end of each phase.
- Applicants are advised not to leave any field blank: they may write "Not applicable" wherever necessary.
- Applicants are required to save the draft while either moving to the next tab or before exiting the form each time.
- Once the application is submitted, applicants cannot make any changes. If they wish to make any changes/corrections they are required to send an email to [inteapplication@tatatrusters.org](mailto:inteapplication@tatatrusters.org) quoting the reference number which appears on the top left side of the application form.
- Each tab in the application has a character limit.
- Applicants are required to provide only such information for which they have supporting documentary evidence. All documents should be uploaded in a **grayscale pdf** suitably named to identify the nature of the document being shared.
- Profile Photo should be uploaded in 500\*500 pixels in jpeg format.
- Applicants are required to validate the application form before final submission, after which applicants will not be able to make any changes.

## Phase-wise instruction

### PHASE I

#### Application Form:-

#### 1<sup>st</sup> page - Personal Details

**THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS**

**Loan Application**

**Personal Details**

\* Name  
Mrs. Ashlesha Onkar Lotankar

\* Upload Aadhar Card  
123412341212

\* Mobile No.  
91-9764965181

Upload Your Photo

\* Gender  
Female

\* Date of Birth  
17/06/1983

Alternate Mobile No.  
Alternate Mobile No

\* Upload Passport  
Passport Number

Place of Issue  
Place of Passport Issue

Date of Issue  
Date of Issue

Date of Expiry  
Date of Expiry

Choose File No file chosen

\* Correspondence Address

Correspondence Address Line 1

Correspondence Address Line 2

Correspondence Address Line 3

Correspondence Address Line 4

\* Permanent Address. ( Same as Correspondence Address.)

Permanent Address Line 1

Permanent Address Line 2

Permanent Address Line 3

Permanent Address Line 4

- Applicant needs to fill in personal details such as an alternate contact number, passport details, correspondence, and permanent address.
- Mandatory documents to be uploaded are Aadhar card, Passport (first & last page), and Applicant's photo.

## 2<sup>nd</sup> page - Academic section

**THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS**

Academics *(The degree should be selected as per the degree identified in the mark sheet/degree certificate)*

Bachelor's Degree  [\\*Upload Graduation Marksheet](#)

Year	Pass Year	University	Marks/CGPA Obtained	Maximum Marks/CGPA
1st Year	2025	<input type="text" value="University Name"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
2nd Year	2025	<input type="text" value="University Name"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
3rd Year	2025	<input type="text" value="University Name"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
4th Year	2025	<input type="text" value="University Name"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
5th Year	2025	<input type="text" value="University Name"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>

Second Graduation if any.

Master's Degree  [Upload PostGraduation Marksheet](#)

Year	Pass Year	University	Marks/CGPA Obtained	Maximum Marks/CGPA
1st Year	2025	<input type="text" value="University Name"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>
2nd Year	2025	<input type="text" value="University Name"/>	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>

Second Post Graduation if any.

- Applicants should mention either the marks or the CGPA scores secured along with the total marks/CGPA they have been scored against.
- Kindly note that marks/CGPA is a numerical field and will not accept any alphabetical characters.
- Applicants have to mention the degree name as per the degree identified in the marksheet / degree certificate.
- In case an Applicant has more than one Bachelors / Masters / Ph.D. degree, they are, required to provide information related to all of them.
- It is mandatory to upload the transcripts/marksheets supporting each academic qualification. Please merge all of these into **one** grayscale pdf for uploading.

### 3<sup>rd</sup> Page – Academic Related Internships / Research / Project Work

**THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS**

Academic Related Internships / Research / Projects Work

Internships	Organization	Duration
Internships	0/1000 Organization	0/100 0 Months
Internship.	0/1000 Organization	0/100 0 Months
Internship .	0/1000 Organization	0/100 0 Months

  

Research/ Project Work	Sponsor	Duration
Research Topic/Project Description	0/1000 Sponsor/Organisation	0/100 0 Months
Research Topic/Project Description	0/1000 Sponsor/Organisation	0/100 0 Months
Research Topic/Project Description	0/1000 Sponsor/Organisation	0/100 0 Months
Research Topic/Project Description	0/1000 Sponsor/Organisation	0/100 0 Months
Research Topic/Project Description	0/1000 Sponsor/Organisation	0/100 0 Months

- Applicants should mention only those internships/research works which are relevant to the Applicants current curriculum or proposed course of study.
- Published research work paid for by the Applicant will not be considered. So please don't mention it.
- The Applicants will be required to upload the documents only if selected for Phage 3 at the interview stage.

#### 4<sup>th</sup> Page – Extra-Curricular Activities

Category	Details	Score
Music	Please Enter Details about	0/1000
Dance	Please Enter Details about	0/1000
Theatre	Please Enter Details about	0/1000
Debate/Elocution	Please Enter Details about	0/1000
Sports	Please Enter Details about	0/1000
Others Extra Curricular Activities	Please Enter Details about	0/1000

- Applicants should only fill in details and will be required to upload the documents only if selected for Phase 3 at the interview stage.

#### 5<sup>th</sup> Page - GRE / GMAT / TOEFL / IELTS / PTE Score

Topic	Marks	Percentile/Bands	Date
GRE	Marks	0.0	Date
GRE Verbal	Marks	0.0	Date
GRE Quantitative	Marks	0.0	Date
GRE Analytical Writing	Marks	0.0	Date
GRE Advance	Marks	0.0	Date
GMAT/GATE	Marks	0.0	Date
TOEFL	Marks	0.0	Date
IELTS	Marks	0.0	Date
PTE	Marks	0.0	Date

- Applicants are required to upload the required scorecard/s at the time of the interview.

- Applicants who plan to reappear for any of these tests should update their scores through an email to [inte@tatatrusters.org](mailto:inte@tatatrusters.org) quoting the reference number (which appears on the top left side of the application form.)
- Applicants who have taken multiple language tests (TOEFL/IELTS/PTE) are required to mention only **one**.
- If these scores are not part of the eligibility criteria for the proposed University, the applicant may mention/NA/NIL/Zero.

## 6<sup>th</sup> Page – Work Experience

**THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS**

GRE / GMAT / TOEFL / IELTS / PTE

If the marks are not yet obtained, please mention the date on which you will obtain.

Topic	Marks	Percentile/Bands	Date
GRE	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="Date"/>
GRE Verbal	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="Date"/>
GRE Quantitative	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="Date"/>
GRE Analytical Writing	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="Date"/>
GRE Advance	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="Date"/>
GMAT/GATE	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="Date"/>
TOEFL	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="Date"/>
IELTS	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="Date"/>
PTE	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	<input type="text" value="Date"/>

[Draft Save & Next](#)

N.B.:- This section should not contain any information related to internship/voluntary work.

- Applicants can mention the details of their full /part-time employment.
- Documents to be uploaded include a work experience certificate from a previous employer, appointment letter of an existing employer, and salary slip for the last 3 months.

## 7<sup>th</sup> page – Statement of Purpose (SoP)

The screenshot shows a web form titled "THE J.N. TATA ENDOWMENT FOR THE HIGHER EDUCATION OF INDIANS". The form is for the "Statement of purpose" and includes the following fields:

- Preferred Course of Study:** Specify Degree to be obtained and Field/Discipline of Study
- Area of Specialisation:** Area of Specialisation
- Preferred University:** Name of the Applied University
- Country:** Country of the Applied University

**Guidelines for SOP:-**

1. Explain interest in the chosen field of study in the context of the academic pursuits and achievement/research experience,work experience and publications (as may be relevant).
2. Short term and long term academic and professional goals. How does the preferred area of study fit in?
3. Why this programme and this university? How does that go into short-term and long-term academic and professional goals? What is takeaway expected?
4. Summary/Conclusion

**Statement Of Purpose(S.O.P)**

S.O.P

0/7500

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- Applicants are required to mention the proposed course of study, specialization, University (only the **one** preferred in case the admission letter has not been received yet), and the country of study.
- The SoP - carries considerable weight in the selection process and while there is no set template for the same, it is expected that the content be written by the applicant and be free of plagiarism and biographical details. The narrative should not exceed 800 words. The SoP should clearly convey the thinking behind your academic choice and the preferred / chosen University and how the same ties in with your academic qualifications, work experience if any and career goals/ plans; both short term as well as long term.
- Applicants will be questioned during the interview on what they claim to have done; applicants are requested to not mention anything that they have done but forgotten.

**End of Phase I**