



Guidance to Applicants



Guidance to Applicants

The Reliance Foundation scholarship in Artificial Intelligence (AI) and Computer Sciences aims to empower talented Indian youth and seeks to build a community of new scholars who will become India's global leaders of tomorrow. The time is ripe, and the tools are ready to make India a world leader in Artificial Intelligence, and to make new technologies work for all Indians. India has the unique advantage to harness enormous capital for AI driven development, which is bottom up and inclusive, because of our twin strengths of demographics and democracy. Talent will be central to helping achieve this vision and through the Reliance Foundation scholarship, we aspire to support the most exceptional undergraduate and postgraduate scholars working in the fields of Artificial Intelligence and Computer Science with the highest potential to become India's global future leaders, uniquely positioned to sit at the forefront of India's technology driven growth.

It is important that you follow all these guidelines for application completion and submission.

- The application is supported by most browsers. However, we highly recommend that you use a current version of Google Chrome, which supports Windows, Mac, and Linux platforms, while completing and submitting the application form.
- The changes you make to the application form can be saved to enable you to leave the application and return to finish it at a later stage. Make sure that you press the "save" icon after every section to ensure that your work is saved.
- Your email address is your user name. When you create an account for the online application, record your password in a secure place. If necessary, you can reset your password by clicking the 'Forgot Your Password' button on the log-in page.
- You can copy and paste information into all text boxes.
- We suggest you prepare required documents and save them in a PDF format. This helps preserve any formatting and special characters in your documents. The list of required documents can be found in the Supporting Documents section of this Guidance to Applicants document.
- Please note that you will be asked to provide 2 reference letters. You must register the referees in the online application system so that they can upload their reference letters directly into the application. We recommend that you give the referees at least 2-3 weeks to complete the reference letters. It is your responsibility to ensure that your referees submit their references online by the reference letter deadline by 11.59pm IST on Sunday the 21st March 2021. If the 2 reference letters are not received by the deadline, your application will be incomplete and will not be considered in the selection process. We will not allow exceptions to this rule.
- Some questions are "required." They are marked with an asterisk (*). You will not be able to submit your application until all required items are complete.
- At the undergraduate level, additional consideration may be given to applicants on a merit-cum-means basis for students with an annual household income of Rs. 10,00,000 (Indian Rupees Ten Lakhs) or below. If you certify that your annual family income is less than 10 lakhs, you will need to upload the relevant mandatory supporting document(s), or complete the self-certification. Please note that if you self-certify, you may be required to provide such supporting documents as may be requested by us at a later stage in the selection process.

- Once you have entered all required information, including details of the referees, we recommend that you review your application for errors.
- Use proper capitalization and punctuation. This is a formal scholarship application and you are advised to follow the English language rules on capitalization and punctuation.
- When all information is correct and complete, submit your application. Once you submit you CANNOT make changes to your application.
- It is your responsibility to understand what is required for the scholarship and to submit the appropriate documents by the applicable deadline. Failure to provide necessary information or materials may adversely affect your application.
- Your application is a representation of you, so be sure that it is complete and accurate. All material must be your own work. Any material misrepresentation of your work, borrowing from the work of others without proper acknowledgement, or submission of one's own material that has been heavily edited by others are not acceptable and may result in rejection of the application or rescinding of the scholarship.
- The Reliance Foundation Scholarship in Artificial Intelligence and Computer Sciences requires all applicants to submit the application online. Specially-abled applicants can take the support of a family member/helper in with filling in the application form, and will need to mention the name and relationship of the helper in the pre-submission section of the application. Applications and supporting documents must be electronically submitted by 11.59pm IST on Sunday the 7th March 2021. Referees must submit their references online by the Reference Letter deadline by 11.59pm IST on Sunday the **21st March 2021**.
- We strongly recommend that you do not wait until the

7th March deadline day to submit your application. Technical difficulties in uploading documents or in the final submission steps, particularly in the hours prior to the deadline, will not be grounds for an extension. Applications not fully submitted by the above stated deadline will not be considered. There will be no exceptions to this rule.

Scholarship Values

The Reliance Foundation Scholarship in Artificial Intelligence and Computer Sciences is looking for scholars who embody the following values. Please take these into account while writing your application:

- **Excellence:** Scholars who are committed to excellence, in spirit and action, in everything they pursue, both academic and non-academic. Scholars who have a mindset of giving their best, seeking new and better ways to approach challenges and continually work to improve themselves.
- **Leadership Potential:** Scholars who have the potential and ambition to become India's and the World's Leaders of Tomorrow.
- **Integrity:** Scholars who strive to be honest and forthright. They take accountability and responsibility for their actions, decisions, and behavior.
- **Community Commitment:** Scholars who show a moral force of character and instinct to lead in their communities for the advancement of society. Scholars who have a commitment to work for social good and give back to society.
- **Growth Mindset:** Embodying Reliance's spirit that "Growth is Life" we are looking for scholars that dream big and have an ever-evolving spirit. They possess a love of learning and continually striving to develop and improve themselves and support others to do the same.
- **Courage:** Scholars who are resilient, patient, and tenacious. Students who embrace challenges with passion and conviction as opportunities to grow.

1.1 Personal Information

Please provide your name as it appears on your passport, Aadhar card or in your Class XII Exam Certificate.

Family Details: Please fill out the details in the table for your immediate family members (father, mother, brother(s), sister(s), daughter(s), and/ or son(s)) or your guardian, as applicable.

1.2 Contact Information

Contact information can be updated after submission of the application.

Permanent Address: This is your home (residential) address. Do not use abbreviations such as St., Rd., Blvd., Ct., nor directional abbreviations such as N. for North and W. for West. Your home address cannot be a P.O. Box. All address fields are required.

Telephone Numbers: Please be sure to include the '+ country code' along with your phone number.

Email: Please note that all system-generated messages and communication from the Reliance Foundation Scholarships team regarding the status of your application will be sent to this address. Should your primary email address change, you will be able to update the same after you submit your application.

Please provide a secondary email address in case we have difficulties contacting you at the email address listed above.

Alternate Contact Details: Please provide the contact information of a person we can contact in case we are unable to contact you for a scholarship-related matter. This could be a close relative, for example.

2.1 Academic Details – Secondary Education

We require a complete academic record of your higher education. You must provide details of your high school education, including 10th and 12th Grade scores, as well as supporting documents.

For the undergraduate scholarship: The entrance exam score (JEE Main) that you enter in the eligibility questionnaire will be automatically pre-populated in your application form. You may enter any additional entrance exam scores that you have taken, including JEE Advanced, into the application form as well.

For the postgraduate scholarship: You are required to provide information from all undergraduate and graduate institutions from which you have received degrees. In the Supporting Documents section, you must provide transcripts from your high school and from all undergraduate and graduate institutions from which you have received degrees (as relevant). Transcripts must include all course semesters. The entrance exam score (GATE or UG CGPA) that you enter in the eligibility questionnaire will be automatically pre-populated in your application form. You may enter any additional entrance exam scores that you have taken into the application form as well.

3.1 Reference Letters

You must submit two (2) reference letters as part of the application.

One (1) letter should be from an academic who can comment in detail on your academic ability and how well they think you would do at the university you are applying to. They should have formally taught and graded you in your undergraduate or high-school (or, if relevant, postgraduate) studies.

One (1) letter should testify to your character and/or your involvement in extra-curricular/service or leadership activities. These referees should be persons who are able to speak in detail to your character and comment critically on whether your extra-curricular, non-academic requirements and leadership traits are aligned with the scholarship's criteria. The character referees need not necessarily be affiliated to your current university.

A good referee is one who knows you well. Similarly, referees should not be personal friends, contemporaries or relatives. Choose reliable people who are likely to respond to your request for a detailed reference, as their letters will be key to your application.

Give referees at least 2-3 weeks to complete the reference letters. It is your responsibility to ensure that referees submit their references online by the reference letter deadline, i.e. 11.59pm IST on Sunday the **21st March 2021**. Please note that if both your reference letters are not uploaded by the submission deadline, your application will be considered incomplete. You can track the progress of your references through the application form. Ask your referees' permission before listing them as referees.

You must register the referees in the online application system so that they can upload their recommendation letters directly into the application. Let your referees know that they should expect an email from Reliance Foundation Scholarships with the link to upload their letters.

The system-generated email will be sent to the referee and it may land in their spam/junk folder or may be declined by the firewall in their system. After registering a referee, applicants should confirm with them whether they have received the unique reference link (ask them to check the spam/junk folder if the email is not in the inbox). Referees will receive

platform generated emails every week reminding them to submit their letters. If they still do not receive the reference link, please write to us at rf.scholarships@reliancefoundation.org.

The letter may be uploaded as a PDF, or inputted as text directly into the text box in the platform. We do not require a formal letterhead or signature.

References must remain confidential. Applicants cannot upload reference letters themselves.

Referees will have access to the 'Guidance to Referees' when they log into the Application Portal to submit their references.

All references must be written in English.

After the reference letter is submitted, it cannot be edited.

If you need to exclude a referee from your referee list, there is an option to do so by selecting the referee field and clicking the exclude/delete option (red cross above the table). If you exclude/delete any referees, any letters they submit will not be reviewed and evaluated by our panelists. Once you exclude/delete a referee, you may input the details of a further referee in his/her place.

Please ensure that the two (2) reference letters are submitted/uploaded by your referees by the reference letter deadline, i.e. 11.59pm IST on Sunday the **21st March 2021**.

Applicants can find the status of the reference letters e.g. 'In progress' or 'Submitted') from the Status Page. Additional details on the submission of these letters are available in the online application system.

4.1 Professional Experience

Beginning with your most recent position, list up to eight jobs/ internships that are relevant to your application. Applicants with many jobs/internships should select those that best represent their professional development over time. You will need to submit supporting documents for each professional experience mentioned in this section. Proof of professional experience can be in the form of a letter or a certificate of employment or internship.

4.2 Awards and Achievements

In the next four sections, list your collegiate and/or recent activities/achievements, the year(s), leadership positions held, and a brief explanation, if necessary. Unless specifically relevant to this Scholarship, do not include activities or achievements from before high school. Supporting documents for this section are optional.

4.3 Current and Prior Scholarships, Grants, Fellowships

From the drop-down list select the grants/ scholarships that you have received, including ones that you currently hold. Details of any grants/ scholarships that you have availed for the 2020-2021 academic year must be disclosed. Do not list any grants/ scholarships that you are currently applying for. Do not list grants that you were awarded, but did not accept. Supporting documents for this section are optional.

At postgraduate level, scholars will be required to provide details of any financial benefits from other sources. The Scholarship Program policy will permit stipends from other sources of up to a maximum of Rs 15,000 per month during the scholarship period.

Students can attach a scanned copy of the receipt of the scholarship/stipend received to date (e.g. of their GATE stipend), or if they haven't received the stipend yet, they can add the certificate or notification

awarding the scholarship/stipend itself.

The selected scholars may be required to provide declaration on utilisation of their total scholarship funds for various types of expenses.

Students who are selected for the Undergraduate Scholarship may avail other partial scholarships offered by other institutions/ entities.

4.4 Special Recognitions, Academic Honors, Awards

List any special recognitions and/ or honors awarded, both for academic and extra-curricular activities (e.g. school, local, national prizes or awards earned, leadership positions held). Supporting documents for this section are optional.

4.5 Extra-Curricular Activities

List any extra-curricular activities and community engagement activities in which you have been involved in a meaningful way. Unless specifically relevant to this scholarship, do not include activities from before high school. In the "Role" field, enter the role you played in each extra-curricular. For example: your position in a sports team, your type of role in a theatre play, your role or position in a debate team, etc. Supporting documents for this section are optional.

4.6 Publication, Exhibition, Presentations

Please provide the details of the journal in which your publication/s was published, a brief synopsis of any presentation/s given, and the details and nature of any exhibition/s you have taken part in, within the Description section of the table. Supporting documents for this section are optional.

5.1 Supporting Documents

Mandatory Documents: Undergraduate Scholarship

- Passport photograph
- Address Proof (for address ticked as preferred physical correspondence address)
- Current Resumé
- Marksheet of 10th Class Board Examination
- Marksheet of 12th Class Board Examination
- Marksheet of JEE Main Entrance Examination
- Bona fide Student Certificate of current college/ institution of enrollment, or Student ID Card
- 2 Reference Letters: 1 academic and 1 character

If Applicable:

- Experience certificate/ letter/s from work experience/ internships
- Official Disability Certificate
- Family Income Proof (Students with household income of 10 lakhs or less)
- Marksheet of JEE Advanced Entrance Examination

Mandatory Documents: Postgraduate Scholarship

- Aadhaar Card
- Passport photograph
- Address Proof (for address ticked as preferred physical correspondence address)
- Current Resume
- Marksheet of 10th Class Board Examination
- Marksheet of 12th Class Board Examination
- Official transcript/ Marksheet of your undergraduate degree
- Bona fide Student Certificate of current college/ institution of enrollment, or Student ID Card
- 2 Reference Letters: 1 academic and 1 character

If Applicable:

- Experience certificate/ letter/s from work experience/ internships
- Official Disability Certificate
- Marksheet of GATE Entrance Examination

5.2 Current Resumé

Please upload a full CV, which should include details about academic qualifications, prizes, scholarships, positions of leadership, employment positions, involvement in student, voluntary, community or political activities and any cultural, musical or sporting accomplishments.

This should not exceed two letter size pages in length with a minimum 10 pt font. Please do not include a photograph in your CV.

5.3 Mark Sheets and Transcripts

Reliance Foundation requires a complete academic record of your higher education. You must provide transcripts from your high school and from all undergraduate and graduate institutions from which you received degrees. Transcripts must also be submitted from other institutions where you studied and received credit for coursework. You may submit documentation of certificates (i.e. non-degree programs), if relevant. However, do not submit extraneous documents as they will not enhance your application. Graduate-level students who do not include undergraduate transcripts will be considered ineligible.

Failure to submit the requisite transcripts will result in your being declared ineligible.

Submitted transcripts must meet the following requirements:

1. Your full name is clearly printed on the document;
2. The institution name is clearly printed on the document; and
3. The document does not need to be an 'official' transcript, but it must be produced by the school registrar.
4. Screenshots of online portals will be accepted this year, but points 1-3 must still be fulfilled.

5.4 Supporting Documents: Personal Information

Passport photograph: Please provide a colour photograph of yourself, with a maximum size of 2MB, in JPEG format. The photo should be clear and with a continuous-tone quality. Your full face should be visible, with a front view and eyes open. The photo should present your full head from top of hair to bottom of chin, and your head should be centered within the frame. The background should be white. There should not be any distracting shadows on the face or on the background. The expression on the face should be neutral.

Please note your photo will not be available to reviewers until candidates have been shortlisted for interviews. If you are selected for the scholarship your photograph will be used on the Reliance Foundation Scholars' biographies. You may provide a new photograph should you wish to change the one previously submitted. The new photograph must adhere to the aforesaid criteria.

6.1 Essay No. 1 – Personal Statement

The essay gives you the opportunity to provide a picture of yourself in your own voice: Who are you? What matters to you? What are your goals? It should highlight your personal history and background, influences on your intellectual development, the educational, professional, and cultural opportunities (or lack of them), and the ways in which these experiences have affected you and your personal growth. How did your background shape, and how does your story reflect, your commitment to excellence, your leadership potential, integrity, courage, community commitment, and growth mindset? Include your special interests and abilities, career plans, and life goals, etc.

Do not repeat information from other parts of the application.

Formatting Guidelines: Length is limited to a maximum of 4,000 characters. Please enter your essay into the text box provided or upload as a separate PDF document. If you upload a PDF document please make sure that you use the font 'Arial Nova', font size 12, and that you do not add any headers, photos or images, or embellishments in the document.

6.2 Essay No. 2 – Statement of Purpose

Develop a compelling justification for pursuing the degree program of your choice and how the scholarship will enable you to achieve your goals. The proposal should explain how your selected course will nurture you and enable you to achieve your full potential and aspirations for your future career.

Address the following points:

- What motivates you to pursue the course that you are studying?
- How do you intend to develop your academic and field specific knowledge during your course? Do you plan to specialize in a particular area and if so, what?
- How do you intend to use the knowledge you build during your course in the future?
- How will this course enable and nurture your growth?
- How will you develop your leadership skills at your chosen university?
- Please demonstrate your potential commitment to the university's community; what volunteer and extra-curricular activities are you hoping to engage in?

Be clear and concise. The individuals reading the proposal want applicants to get to the point about the 'who, what, when, where, why and how' of the program choice.

Formatting Guidelines: Length is limited to a maximum of 4,000 characters. Please enter your essay into the text box provided or upload a separate PDF document.

If you upload a PDF document, please make sure that you use the font 'Arial Nova', font size 12, and that you do not

add any headers, photos or images, or embellishments in the document.

You can learn more about the Reliance Foundation Scholarships on: www.scholarships.reliancefoundation.org.