

# WEST BENGAL STUDENT CREDIT CARD SCHEME



**USER MANUAL FOR THE STUDENT CREDIT CARD** 

Step 1:

Please download the scheme document and read carefully before proceeding for registration.



Please keep the following documents with you before registration process.

- (a) Colour Photograph of the applicant (should be in *.jpeg / .jpg* between 50 KB and 20 KB)
- (b) Colour Photograph of the co-applicant / co-borrower (should be in .jpeg / .jpg format, between 50 KB and 20 KB)
- (c) Signature of the student (should be in .jpeg / .jpg format, between 50 KB and 10 KB)
- (d) Co-borrower / Guardian's signature (should be in *.jpeg / .jpg*, format, between 50 KB and 10 KB)
- (e) Student's AADHAR Card (should be in *.pdf format,* between 400 KB and 50 KB)

# Step 2: Cont'd.....

- (f) Student's Class 10<sup>th</sup> Board registration certificate (if no AADHAR card) (should be in *.pdf* format between 400 KB and 50 KB)
- (g) Guardian's Address Proof (should be in .pdf format between 400 KB and 50 KB)
- (h) Admission Receipt (should be in .pdf between 400 KB and 50 KB)
- (i) Student's PAN Card / undertaking if there is no PAN Card (should be in .pdf format between 400 KB and 50 KB)
- (j) Guardian's PAN Card / undertaking if there is no PAN Card (should be in *.pdf format* between 400 KB and 50 KB)
- (k) Relevant page of the brochure / document detaining course fee / tuition fee (should be in .pdf format between 400 KB and 50 KB)

# To resize a jpeg or jpg format image to bring to a specified size:

- 1. Click the image with mobile or Camera and transfer it to your desk top or laptop.
- 2. Crop out the unnecessary portions of the image (Open the image → Select Edit & Create → Select Edit → Click on the desired border line and drag to crop out → Click Save)
- 3. To resize (Right click the image → Select Open with → Select Paint
  → Select Resize → Select Percentage option → Type the desired percentage inside the box i.e 75 etc. → Click OK → Click Save → Check the file size)
- 4. If not OK yet, repeat the above steps

(Alternate methods also may be applied, if desired)



# Step 3:

# **Online Registration**:

Visit www.wb.gov.in or https://banglaruchchashiksha.wb.gov.in and click STUDENT CREDIT CARD tab or Log in to https://wbscc.wb.gov.in **Click on REGISTRATION OF STUDENT** form option, fill up the Registration of Student form and then Click on Register button to generate user id and password.



#### FORMAT OF THE STUDENT'S REGISTRATION FORM

Student Registration

							To be selected
	Basic Details						
	Applicant Name*						from the drop
	FIRST NAME	MIDDLE NAME		LAST NAME			down list
	Date of Birth		Gender			-	
	Date of Birth		Please Select Gender				
To be selected from	" you have Aadhaar Number?"						
the drop down list	Please Select	•					
(Yes/No)	l						To be selected
(105/110)	Present Course of Study						from the drop
	State of Institution						down list
To be selected	Please Select State of Institution	▼ ]					
from the drop	District of Institution*		Name of Institution*				
down list	Please Select District of Institution	•	Please Select Institution		· · · · · · · · · · · · · · · · · · ·		
	Programme Type*		Programme Name*				
To be colored	Please Select Programme	•	Please Select Programm	ne Name			
To be selected							To be selected
from the drop	Contact Details						from the drop
down list	Mobile No*						down list
	Mobile No						uowinist
	Email ID*		Re-enter Email ID				
Password should be strong. It should	Email ID		Re-enter Email ID		*		Please do not
contain minimum eight characters	Password should be strong.		Email Address is required				copy, need to be
consisting of at least one upper case	Password should contain minimum eight characters, consisting of atleast						
	Password C One Upper Case Alphabet (i.e. A-Z), One Lower case Alphabet (i.e. a-z), One Numeric Character (i.e. 0-9) &						typed
Alphabet (i.e, A-Z), one lower case	Password* (10, 0, 0, 9) & One Special Character (1, 0, 0, 9) & One Special Character (1, 0, 0, 4).		Confirm Password*				
alphabet (i.e, a-z), One numeric	Enter Password* Password is required	×	Confirm Password				
character (i.e 0-9) & one special	- assessed as required		Very Weak!(Must be 8	or more chars)	This Passwo	ord will be ι	used for all future
character (i.e., @#\$^)						purpos	es
					* Register		



#### FORMAT OF THE STUDENT'S REGISTRATION FORM (WHEN THE STUDENT HAS AADHAAR CARD)

Applicant Registration

Applicant Name*				
FIRST NAME MIDE	DLE NAME	LAST NAME		
Date of Birth <sup>*</sup>		Sex*		
Date of Birth		Please Select Sex	~	
Do you have Aadhaar Number?*		Aadhaar*		
Yes	~	Aadhaar No		Then insert the
State of Institution <sup>*</sup>				Aadhaar No.
Please Select State of Institution	~			
District of Institution*		Name of Institution*		
Please Select District of Institution	~	Please Select Institution	~	
Programme Type*		Programme Name*		
Please Select Programme	~	Please Select Course	~	
Programme Duration (in Years)*		Mobile No*		
Please Select Programme Duration	~	Mobile No		
Email ID*		Re-enter Email ID*		
Email ID		Re-enter Email ID		
Password @				
Password* 👁		Confirm Password*		
Enter Password*		Confirm Password		
			➡ Submit	



# FORMAT OF THE STUDENT'S REGISTRATION FORM (WHEN THE STUDENT HAS NO AADHAAR CARD)

Devident Devicenting	
Student Registration	

If the selection is NO	Basic Details Applicant Name" AMAR    Institut Date of Birth" 20 04-2004	Gender*	
Type the Registration	Do you have Authan Number 1 <sup>4</sup> No Registration Number of 10th standard Board <sup>4</sup> ( 1007007    Present Course of Study	Year of passing of 10 standard Board*	Then type the name of the 10 <sup>th</sup> standard board
Number of (10 <sup>th</sup> ) standard board	Programme Type* UG State of Institution* Weak Benged Detrict of Institution* RADDA	Name of Institution*	
	Contact Details Mobile No* 1010720580  truel IO* anapdimityshouseum	Re-inter Email ID*	
	Password 🖗 Pasword 👁 Amka2021	Confirm Pressword'	



AFTER COMPLETION OF THE REGISTRATION PROCESS A UNIQUE ID WILL BE GENERATED WHICH WILL BE SENT TO YOUR MOBILE NUMBER WHICH WILL BE USED AS YOUR USER ID FOR SUBMISSION OF APPLICATION. THIS UNIQUE ID WILL BE USED AS USER ID FOR ALL FUTURE PURPOSES

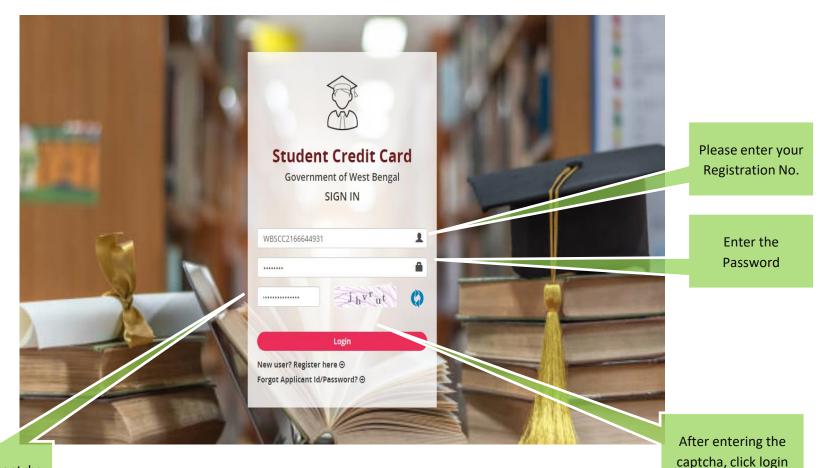
Please enter the OTP sent to your mobile number during registration	Enter the OTF	VERIFICATION P for OTP ID #56833, sent to your Mobile No XXXXXXX254		
	10-03-2004	✓ MALE		
	Aadhaar*	State of Institution*		
	District of Institution*			After entering the
	KOLKATA	Name of Institution     Behala College		OTP, please click on
	Programme Type*	Programme Name*	~	verify
	UG	B A (Hons)	~	
	Programme Duration (in Years)*	Mobile No*		
	3	~	✓	
	Email ID'	Re-enter Email ID*		
	samar.roy@gmail.com	sama 🔫 🙀 sama	<b>~</b>	
	Password @			
	Password* 👁	Confirm Password*		
		✓	<b>~</b>	
		Passwords matched!		
			₩ Submit	

	This message box will	You have su WBSCC2166		VBSCC. Your Registration Id is tials has been sent to your mobile no.
WEST	appear after successful	ANIKET		
	registration	Date of Birth*	~	Gender"
	Ŭ	Do you have Aadhaa		Aadhaar"
		Yes	*	30 <b>3090000000</b>
		Course of Study te of Institution* West Bringst	*	
		District of Institution"		Name of Institution
		KOLKATA	~	Asutosh College:
		Programme Type"		Programme Name"
		UG	*	B.B.ABachelor of Business Administration
	ation number	Contact Details		
	erated which	Mobile No"		
will be use	d as User ID	98 <b>7568507</b> 6	~	
for all futur	re purposes.	Email ID	~	Re-enter Email ID'
				ап валедуравиляет.
		Password @		
		Password' @		Confirm Password*
			~	
				Passwords matched!



# **Step 3: Submission of application**

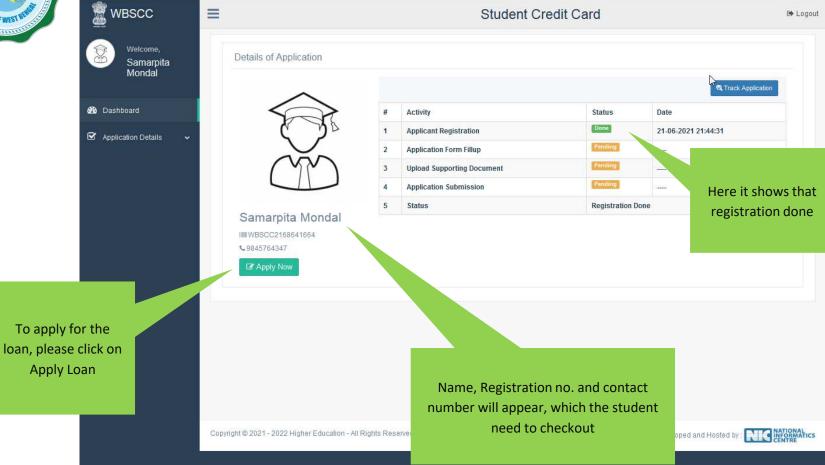
**Click STUDENT LOG IN button to get :** 



Enter the captcha as shown



## **APPLICANT DASHBOARD**



BSCC		Stude	nt Credit Card	C++ 1
Welcome,	Personal Details			
Aniket Sarkar	Name of Student*	ANIKET	MIDDLE NAME	SARKAR
	Name of Student	RAGHAB	MIDDLE NAME	SARKAR
taits 🖌 🛩	Name of Mother	NILIMA		SARKAR
ition	Co-borrower/Legal guardian's	RAGHAV	MIDDLE NAME	SARKAR
)	name*			
	Students Mobile No:*	98 78649964	Relationship with Co- Borrower*	FATHER
	Date of Birth*	01-06-2003	Gender*	MALE ~
	Student Caste*	general ~	Whether physically challenged:	No
	Do you have Aadhaar Number?:	Yes ~	Student's Andhaar Card No:	30 <del>8888888888888</del>
	Last Qualification*	HIGHER SECONDARY/EQUIVALENT ~		
	Student's PAN Card:*	No	- Download	Undertaking Document
	Co-borrower Details			
	Co-Borrower's Occupation*	BUSINESS	Co-Borrower's Mobile No:*	9856235412
	Co-Borrower's Caste*	GENERAL ~	Co-Borrower's Gender*	MALE
	Co-Borrower's Address Proof:	Voter ID Card ~	Address Proof Document/ID Number*	21000000888
	Co-Borrower's PAN Card:*	Yes ~	Co-Borrower's PAN Card No:*	DANNERSE
	Present Address Details			
		77		FEDER
	House No:		Street Name:*	FEDER
	PIN Code:*	700021 West Bengal		KOLKATA
			District*	ROLKATA
	Assembly*	Entally (Vidhan Sabha constituency) ~		
	Permanent Address Detail	5		
	House No:	77	Street Name:*	FEDER
	PIN Code:*	700021		
	State*	West Bengal ~	District*	KOLKATA
	Assembly*	Entally (Vidhan Sabha constituency) 🛛 🗸		
	Course & Income Details			
	Whether received/receiving	No		
	any scholarship/free ship from any agency: *	10		
	Annual income of co-borrower (all sources):*	1000000	Dragramma Nama	
	Programme:*	UG	Programme Name	B.B.A.
	(Course fee + tuition) (Indicative);*	500000	Whether received any Institutional brochure/ document detailing the Course/Tuition fees : *	Yes ~ You have to upload relevant document later on
	Year of Commencement:*	2021	Course/Tuition fees : * Year of Completion:*	2024
	Loan amount required:*	450000	Loan amount In words:*	FOUR LAKH FIFTY THOUSAND ONLY
	Bank Details of the Studen	it.		
	IFS Code:*	ALLA0210022	Name of Bank*	ALLAHABAD BANK
	Branch Name:	ALIPORE BRANCH, KOLKATA	A/C No:*	65 <b>7878979577437</b>
	Bank For Loan*	THE WEST BENGAL STATE COOPER. ~	Bank Branch For Loan*	SALT LAKE CITY BRANCH ~
	Bank Details of the Co-bor	rower		
		ALLA0210022	Name of Bank*	ALLAHABAD BANK
	IFS Code:* Branch Name:	ALPORE BRANCH, KOLKATA	A/C No:*	89 HENRICHMENNE

## APPLICATION FORM EXPLAINED IN SECTIONS Personal Details

## SECTION - I (WHEN THE STUDENT HAS AADHAR)

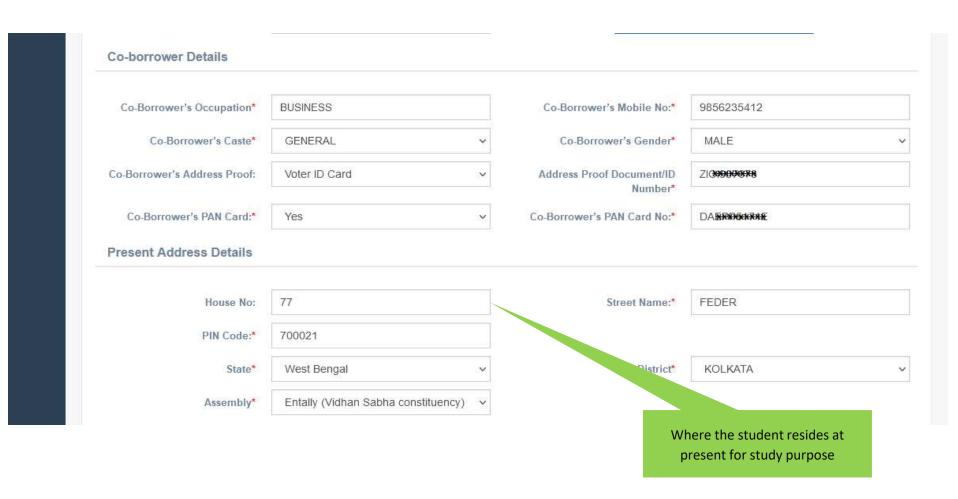
Aniket Sarkar		0		
	Name of Student*	ANIKET	MIDDLE NAME	SARKAR
Dashboard	Name of Father	RAGHAB	MIDDLE NAME	SARKAR
Application Details 🗸 🗸	Name of Mother	NILIMA	MIDDLE NAME	SARKAR
Edit Loan Application	Co-borrower/Legal guardian's name*	RAGHAV	MIDDLE NAME	SARKAR
	Students Mobile No:*	98 <del>7588430074</del>	Relationship with Co- Borrower*	FATHER
	Date of Birth*	01-06-2003	Gender*	MALE
	Student Caste*	GENERAL ~	Whether physically challenged:	No
	Do you have Aadhaar Number?:	Yes 🗸	Student's Aadhaar Card No:	30 <del>8**800038**</del>
	Last Qualification*	HIGHER SECONDARY/EQUIVALENT		
case of any amendment in	Student's PAN Card:*	No	Download	Undertaking Document
act number or	<u>FOI</u>	RMAT OF UNDERTAKING, IF TH	ERE IS NO PAN	
ne, edit option y be selected		lertake to apply for PAN as per e sanction/Disbursement of th		it Card To be upload

## **Personal Details**

# SECTION -I (WHEN THE STUDENT HAS NO AADHAR)

Welcome, Amar Nath	Personal Details				
Ghosh	Name of Student*	AMAR	NATH	GHOSH	
🚯 Dashboard	Name of Father	KLSDKHKJH	ЈЈКНОЈКК	BJJKD	
☑ Application Details	Name of Mother	JSDJGJDG	КЈВЈКВКЈ	JHJSKHDJH	
Edit Loan Application	Co-borrower/Legal guardian's name*	JHJKHFFKJHS	КЈВЈКНЈКН	KJBJKDFJKDFH	
View Loan Application	Students Mobile No:*	7019129589	Relationship with Co- Borrower*	MOTHER	
	Date of Birth*	20-04-2004	Gender*	MALE 👻	
	Student Caste*	GENERAL ~	Whether physically challenged:*	No	
	Do you have Aadhaar Number?:	No 👻	Name of 10th standard Board:	CENTRAL BOARD OF SECONDARY ED	
	Number :		Registration Number of 10th standard Board:	11001907	
	Year of passing of 10th standard Board:	2018			
	Last Qualification*	B.SC	~		
	Student's PAN Card:*	No	~	A Download Under	rtaking Documen

#### SECTION – II (CO-BORROWER AND PRESENT ADDRESS DETAILS)



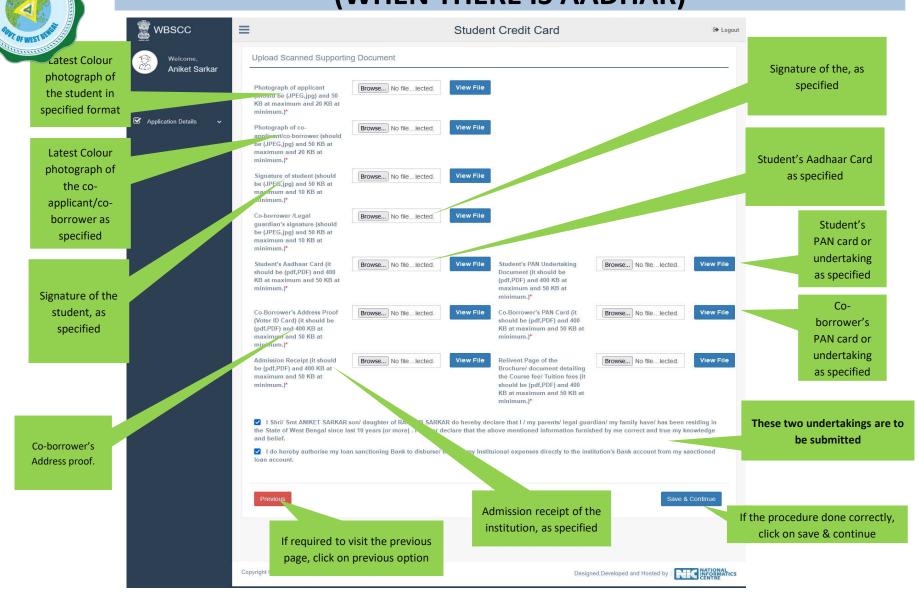
#### SECTION –III (PERMANENT ADDRESS AND COURSE & INCOME DETAILS)

Assembly*	Entally (Vidhan Sabha constituency) ~	where	the family of the student re
ermanent Address Deta	ils		
House No:	77	Street Name:*	FEDER
PIN Code:*	700021		
State*	West Bengal ~	District*	KOLKATA ~
Assembly*	Entally (Vidhan Sabha constituency) 🗸 🗸		
ourse & Income Details			
Whether received/receiving	No		
y scholarship/free ship from any agency: *			
nual income of co-borrower (all sources):*			
Programme:*	UG	Course Name:*	B.B.A.
(Course fee + tuition)	500000	Whether received any	Yes
(Indicative):*		Institutional brochure/ document detailing the Course/Tuition fees : *	You have to upload relevant document later on
Year of Commencement:*	2021	Year of Completion:*	2024
Loan amount required:*	450000	Loan amount In words:*	FOUR LAKH FIFTY THOUSAND ONLY
Details of the Studen	t		
IFS Code:*	ICIC0000421	Name of Bank*	ICICI BANK LTD
Branch Name:*	KALYANI	A/C No:*	042101508983
Bank For Loan*	HDFC Bank 🗸	Bank Branch For Loan*	KALYANI - WEST BENGAL
Details of the Co-born	rower		
		Name of Bank*	ICICI BANK LTD
IFS Code:*	ICIC0000421	Hume of Dunk	

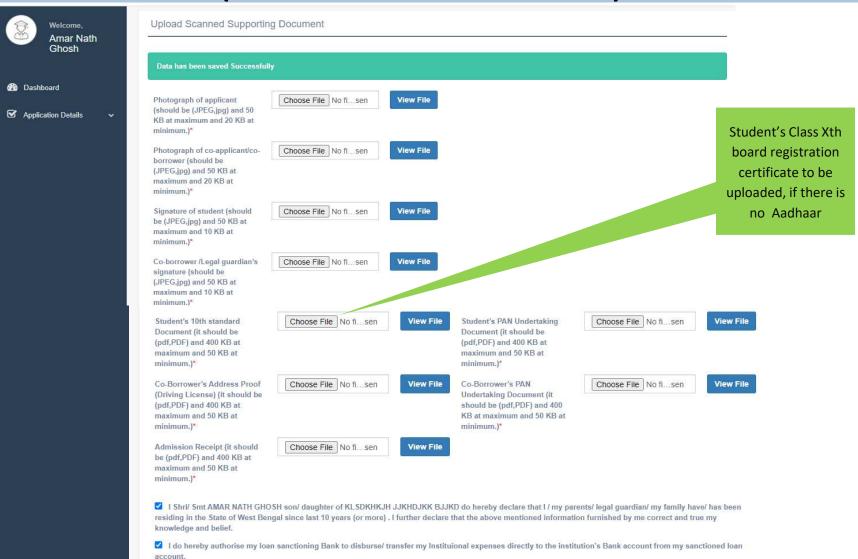
#### SECTION – IV (BANK DETAILS OF STUDENTS AND CO-BORROWER)

IFS Code:*	ALLA0210022	Name of Bank*	ALLAHABAD BANK
Branch Name:	ALIPORE BRANCH, KOLKATA	A/C No:*	65 <b>78*80000447</b>
Bank For Loan*	THE WEST BENGAL STATE COOPER. $\!$	Bank Branch For Loan*	SALT LAKE CITY BRANCH
Bank Details of the Co-bor	rower		
IFS Code:*	ALLA0210022	Name of Bank*	ALLAHABAD BANK
Branch Name:	ALIPORE BRANCH, KOLKATA	A/C No:*	89 <b>#849904984846</b>
			Save & Continue

# APPLICANT'S DOCUMENT UPLOADING (WHEN THERE IS AADHAR)



# APPLICANT'S DOCUMENT UPLOADING (WHEN THERE IS NO AADHAR)

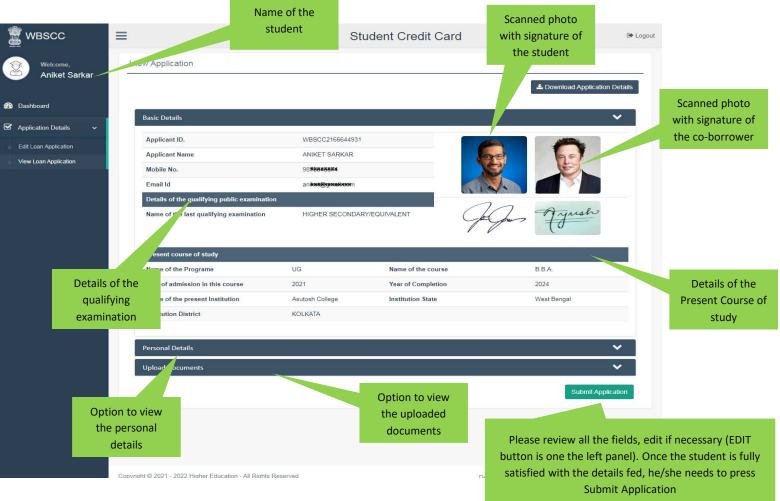


Previous

Save & Continue



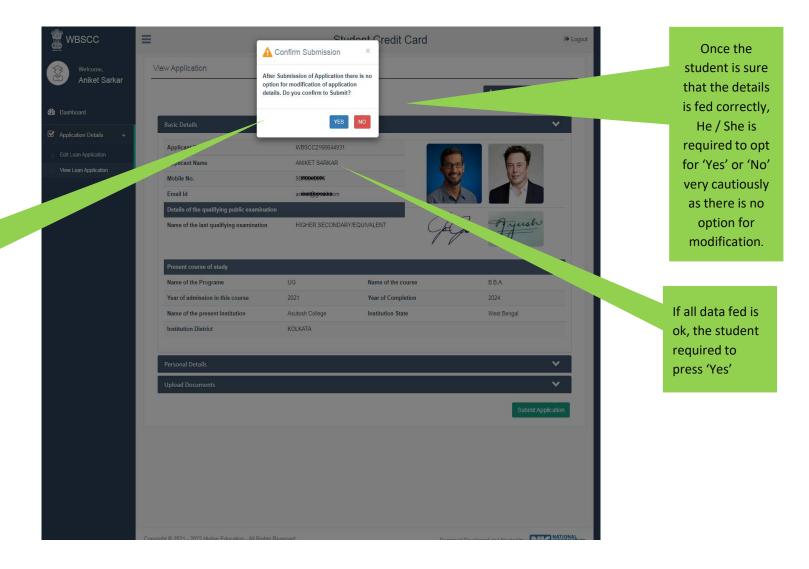
## APPLICANT'S PROFILE VIEW ONCE THE STUDENT OPT FOR SAVE AND CONTINUE IN THE PREVIOUS PAGE THIS PAGE WILL OPEN UP

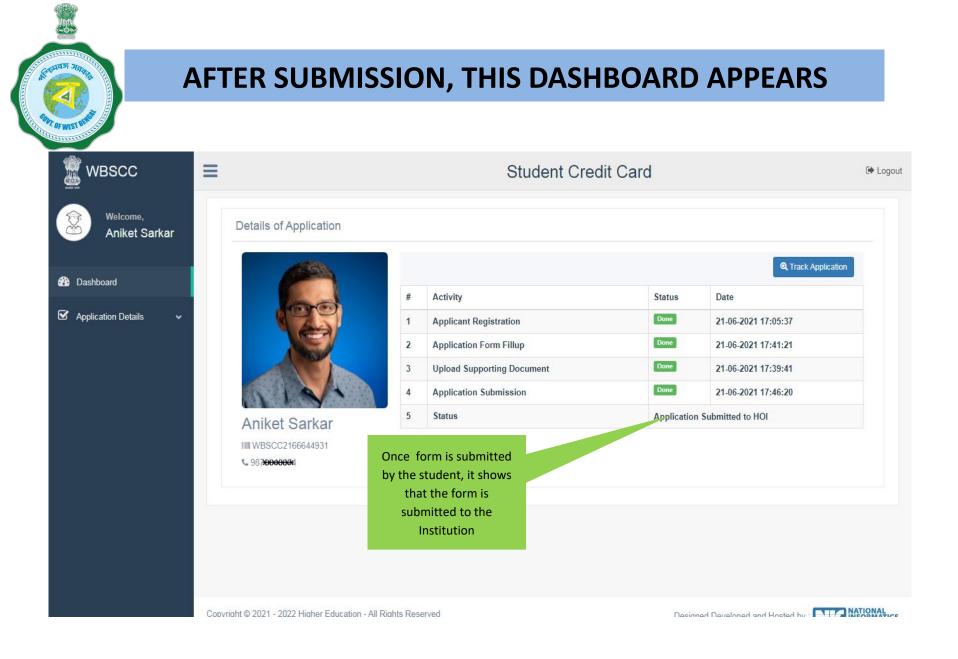




#### **APPLICANT'S PROFILE AFTER FINAL SUBMISSION**

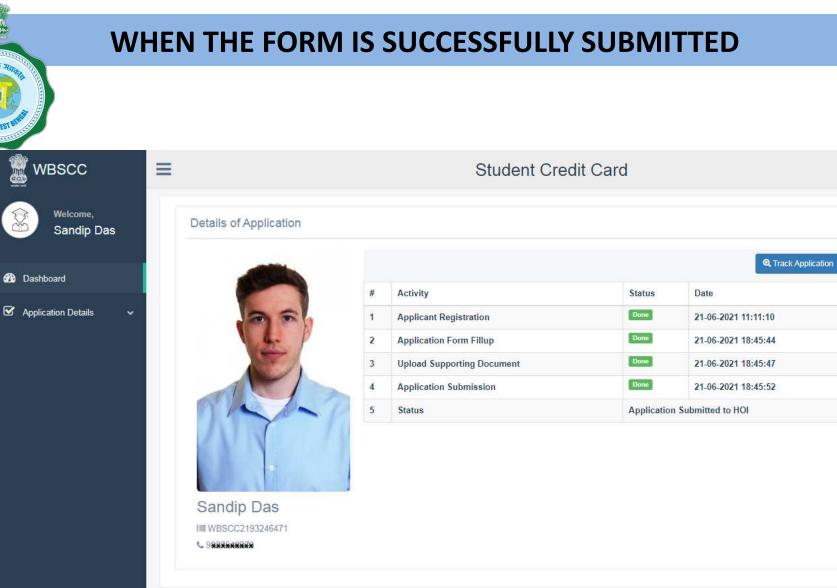
Once the student submits the application, this pop up menu appears.





WHEN THE APPLICATION IS RETURNED BY THE INSTITUTION TO THE APPLICANT (IN CASE OF ANY DISCREPANY, IF DETECTED BY THE INSTITUTION)

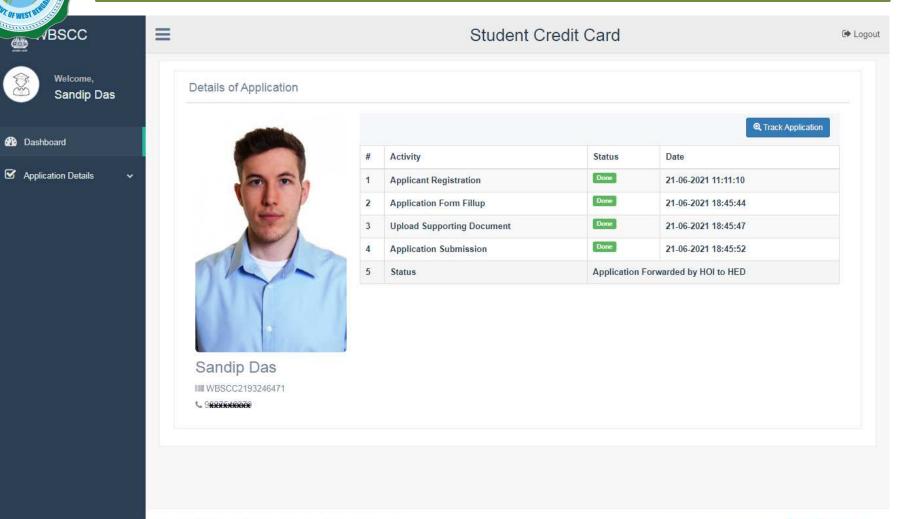
WBSCC Welcome, Sandip Das	Details of Application		Student C	Credit Card		C Logout
🕐 Dashboard					Q Track Applicatio	n
<b>7</b>		#	Activity	Status	Date	
Application Details 🗸 🗸		1	Applicant Registration	Done	21-06-2021 11:11:10	
	4- P	2	Application Form Fillup	Done	21-06-2021 11:28:39	
		3	Upload Supporting Document	Done	21-06-2021 11:40:19	
		4	Application Submission	Pending	21-06-2021 11:44:43	
		5	Status	Application Re	turned by HOI to APPLICANT	
	Sandip Das WBSCC2193246471 Service State		In case of pendir submission, the app will be returned b Institution to the ap	olication by the		
Click to edit the application, when re by the institutio	turned					



Degout

#### STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

#### When the application is forwarded to HED



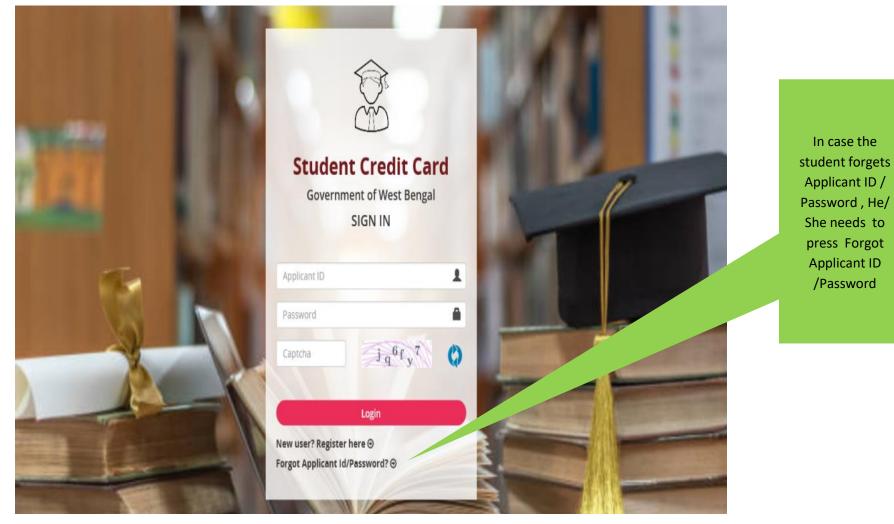
#### STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

#### When the application is forwarded to Bank by HED

VBSCC	=			Student C	redit Card		
<sup>Welcome,</sup> Sandip Das	Details of App	blication					
board			# A	ctivity	Status	Q Track App	olication
Application Details 🗸 🗸				pplicant Registration	Status	21-06-2021 11:11:10	
				pplication Form Fillup	Done	21-06-2021 18:45:44	
				pload Supporting Document	Done	21-06-2021 18:45:47	
			4 A	pplication Submission	Done	21-06-2021 18:45:52	
	n /	1-1	5 S	tatus	Application	orwarded by HED to BANK	
	Sandip D						



# WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD





## WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD PROCEDURE - HOW TO RETRIEVE APPLICATION ID / PASSWORD......(Cont'd)





# WHEN THE APPLICANT FORGOT APPLICATION ID / **PASSWORD PROCEDURE - HOW TO RETRIEVE APPLICATION ID / PASSWORD...(Cont'd)**



User ID is forgotten, the student needs to opt for 'Applicant ID' and endorse his / her Aadhaar No. or Class X th Reg. No. (if no Aadhar) and fill up captcha, thereafter he / she needs to press submit button, the details will be sent to the registered mobile number