



# 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.



## Step 2:

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](http://www.wb.gov.in) or <https://banglaruchchashiksha.wb.gov.in> and click STUDENT CREDIT CARD tab or Log in to <https://wbacc.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**

**Basic Details**

Applicant Name\*  
FIRST NAME MIDDLE NAME LAST NAME

Date of Birth\*  
Date of Birth: Gender\*  
---Please Select Gender---

Do you have Aadhaar Number\*  
---Please Select---

**Present Course of Study**

State of Institution\*  
---Please Select State of Institution---

District of Institution\*  
---Please Select District of Institution---

Name of Institution\*  
---Please Select Institution---

Programme Type\*  
---Please Select Programme---

Programme Name\*  
---Please Select Programme Name---

**Contact Details**

Mobile No\*  
Mobile No:

Email ID\*  
Email ID: Re-enter Email ID\*  
Re-enter Email ID  
Email Address is required

**Password**

Password\*  
Enter Password\*  
Password is required

Confirm Password\*  
Confirm Password

Very Weak!(Must be 8 or more chars)

[Register](#)

To be selected from the drop down list (Yes/No)

To be selected from the drop down list

To be selected from the drop down list

Password should be strong. It should contain minimum eight characters consisting of at least one upper case Alphabet (i.e, A-Z), one lower case alphabet (i.e, a-z), One numeric character (i.e 0-9) & one special character (i.e., @\$%^)

Password should be strong. Password should contain minimum eight characters, consisting of atleast One Upper Case Alphabet (i.e. A-Z), One Lower case alphabet (i.e. a-z), One Numeric Character (i.e. 0-9) & One Special Character (i.e. @\$%^\_).

To be selected from the drop down list

To be selected from the drop down list

To be selected from the drop down list

Please do not copy, need to be typed

This Password will be used for all future purposes



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

### Applicant Registration

Applicant Name\*

FIRST NAME

MIDDLE NAME

LAST NAME

Date of Birth\*

Date of Birth

Sex\*

----Please Select Sex----

Do you have Aadhaar Number?\*

Yes

Aadhaar\*

Aadhaar No

State of Institution\*

----Please Select State of Institution----

District of Institution\*

----Please Select District of Institution----

Name of Institution\*

----Please Select Institution----

Programme Type\*

----Please Select Programme----

Programme Name\*

----Please Select Course----

Programme Duration (in Years)\*

----Please Select Programme Duration----

Mobile No\*

Mobile No

Email ID\*

Email ID

Re-enter Email ID\*

Re-enter Email ID

Password ?

Password\* ?

Enter Password\*

Confirm Password\*

Confirm Password

Submit

If the selection is  
YES

Then insert the  
Aadhaar No.





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

If the selection  
is NO

Type the  
Registration  
Number of  
(10<sup>th</sup>) standard  
board

**Student Registration**

**Basic Details**

Applicant Name\*  
AMAR ✓    NATH ✓    GHOSH ✓

Date of Birth\*  
20-08-2004 ✓    Gender\*  
MALE ✓

Do you have Aadhaar Number\*  
No ✓    Name of 10th standard Board\*  
Central Board of Secondary Education, CBSE ✓

Registration Number of 10th standard Board\*  
11011007 ✓    Year of passing of 10 standard Board\*  
2018 ✓

**Present Course of Study**

Programme Type\*  
UG ✓    Programme Name\*  
BA-Bachelor of Arts ✓

State of Institution\*  
West Bengal ✓

District of Institution\*  
HAUSA ✓    Name of Institution\*  
AHARYA BHAGADISH CHANDRA ACADEMY & COLLEGE ✓

**Contact Details**

Mobile No\*  
9101229888 ✓

Email ID\*  
anupdm@yahoo.co.in ✓    Re-enter Email ID\*  
anupdm@yahoo.co.in ✓

**Password**

Password\*  
Anshu2021 ✓    Confirm Password\*  
anshu ✓

Passwords matched!

[Register](#)

Then type the  
name of the  
10<sup>th</sup> standard  
board



**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

**MOBILE NO. VERIFICATION**

Enter the OTP for OTP ID #56833, sent to your Mobile No XXXXXXX254

Date of Birth\* 10-03-2004 ✓

Aadhaar\* [REDACTED] ✓

District of Institution\* KOLKATA ✓

Programme Type\* UG ✓

Programme Duration (In Years)\* 3 ✓

Email ID\* samar.roy@gmail.com ✓

Password\* [REDACTED] ✓

State of Institution\* West Bengal ✓

Name of Institution\* Behala College ✓

Programme Name\* B.A.(Hons) ✓

Mobile No\* [REDACTED] ✓

Re-enter Email ID\* sama[REDACTED]@il.com ✓

Confirm Password\* [REDACTED] ✓

Passwords matched!

After entering the OTP, please click on verify



This message box will appear after successful registration

This registration number will be generated which will be used as **User ID** for all future purposes.

**REGISTRATION SUCCESSFUL**

You have successfully Registered In WBSCC. Your Registration Id is **WBSCC216664931**. Your login credentials has been sent to your mobile no. Kindly login with your credentials.

Close

**Registration Details**

Registration Name\*  
ANIKET ✓

Date of Birth\*  
21-06-2003 ✓

Gender\*  
MALE ✓

Do you have Aadhaar\*  
Yes ✓

Aadhaar\*  
30-\*\*\*\*\* ✓

**Current Course of Study**

State of Institution\*  
West Bengal ✓

District of Institution\*  
KOLKATA ✓

Name of Institution\*  
Asutosh College ✓

Programme Type\*  
UG ✓

Programme Name\*  
B.B.A. Bachelor of Business Administration ✓

**Contact Details**

Mobile No\*  
98\*\*\*\*\* ✓

Email ID\*  
\*\*\*\*\*@gmail.com ✓

Re-enter Email ID\*  
\*\*\*\*\*@gmail.com ✓

**Password**

Password\*  
\*\*\*\*\* ✓

Confirm Password\*  
\*\*\*\*\* ✓

Passwords matched!

Register



# Step 3: Submission of application

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

WBSCC2166644931

\*\*\*\*\*

\*\*\*\*\*

j h v r u t

Login

New user? Register here

Forgot Applicant Id/Password?

Please enter your  
Registration No.

Enter the  
Password

After entering the  
captcha, click login

Enter the captcha  
as shown




# APPLICANT DASHBOARD

**WBSCC**  
Welcome, Samarpita Mondal

Dashboard  
Application Details

**Student Credit Card** Logout

Details of Application



**Samarpita Mondal**  
WBSCC2168641654  
9845764347  
[Apply Now](#)

[Track Application](#)

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 21:44:31
2	Application Form Fillup	Pending	---
3	Upload Supporting Document	Pending	---
4	Application Submission	Pending	---
5	Status	Registration Done	---

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To apply for the loan, please click on Apply Loan

Here it shows that registration done

Name, Registration no. and contact number will appear, which the student need to checkout



Dashboard

Application Details

Edit Loan Application

View Loan Application

## Personal Details

Name of Student*	ANIKET	MIDDLE NAME	SARKAR
Name of Father	RAGHAV	MIDDLE NAME	SARKAR
Name of Mother	MILIMA	MIDDLE NAME	SARKAR
Co-borrower/Legal guardian's name*	RAGHAV	MIDDLE NAME	SARKAR
Students Mobile No.*	9876543210	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*****
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*	Z1*****
Co-Borrower's PAN Card:*	Yes	Co-Borrower's PAN Card No*:	DA*****

## Present Address Details

House No:	77	Street Name*:	FEDER
PIN Code*:	700021	District*:	KOLKATA
State*:	West Bengal		
Assembly*:	Entally (Vidhan Sabha constituency)		

## Permanent Address Details

House No:	77	Street Name*:	FEDER
PIN Code*:	700021	District*:	KOLKATA
State*:	West Bengal		
Assembly*:	Entally (Vidhan Sabha constituency)		

## Course &amp; Income Details

Whether received/receiving any scholarship/free ship from any agency: *	No	Programme Name	B.B.A.
Annual income of co-borrower (all sources):*	1000000	Whether received any institutional brochure/document detailing the Course/Tuition fees? *	Yes You have to upload relevant document later on
Programme*:	UG	Year of Completion*:	2024
(Course fee + tuition) (Indicative):*	500000	Loan amount in words*:	FOUR LAKH FIFTY THOUSAND ONLY
Year of Commencement*:	2021		
Loan amount required*:	450000		

## Bank Details of the Student

IFS Code*:	ALLA0210022	Name of Bank*:	ALLAHABAD BANK
Branch Name:	ALIFORE BRANCH,KOLKATA	A/C No*:	66*****
Bank For Loan*:	THE WEST BENGAL STATE COOPER	Bank Branch For Loan*:	SALT LAKE CITY BRANCH

## Bank Details of the Co-borrower

IFS Code*:	ALLA0210022	Name of Bank*:	ALLAHABAD BANK
Branch Name:	ALIFORE BRANCH,KOLKATA	A/C No*:	65*****

[Save & Continue](#)

# APPLICATION FORM EXPLAINED IN SECTIONS

## Personal Details

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

Welcome,  
Aniket Sarkar

Dashboard

Application Details

- Edit Loan Application
- View Loan Application

#### Personal Details

Name of Student*	ANIKET	MIDDLE NAME	SARKAR
Name of Father	RAGHAB	MIDDLE NAME	SARKAR
Name of Mother	NILIMA	MIDDLE NAME	SARKAR
Co-borrower/Legal guardian's name*	RAGHAV	MIDDLE NAME	SARKAR
Students Mobile No.*	987880004	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:	308180000111
Last Qualification*	HIGHER SECONDARY/EQUIVALENT		
Student's PAN Card:*	No		

[Download Undertaking Document](#)

In case of any Edit/amendment in contact number or name, edit option may be selected

#### FORMAT OF UNDERTAKING, IF THERE IS NO PAN

That I SANDIP DAS undertake to apply for PAN as per the Income Tax Act and to furnish the same before sanction/Disbursement of the Loan under Student Credit Card Scheme.

Date : \_\_\_\_\_

Signature of the applicant

To be uploaded letter

# Personal Details

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

Welcome,  
**Amar Nath Ghosh**

Dashboard

Application Details

Edit Loan Application

View Loan Application

### Personal Details

Name of Student*	AMAR	NATH	GHOSH
Name of Father	KLSDKHKJH	JJKHDJKK	BJJKD
Name of Mother	JSDJGJDG	KJBKBJKJ	JHJSKHDJH
Co-borrower/Legal guardian's name*	JHJKHFFKJHS	KJBKJHJKH	KJBKDFJKDFH
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
		Registration Number of 10th standard Board:	11001907
Year of passing of 10th standard Board:	2018		
Last Qualification*	B.SC		
Student's PAN Card:*	No		

[Download Undertaking Document](#)



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

### 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\*

ZIC9999999

Co-Borrower's PAN Card:\*

Yes

Co-Borrower's PAN Card No:\*

DA9999999

### Present Address Details

House No:

77

Street Name:\*

FEDER

PIN Code:\*

700021

State\*

West Bengal

District\*

KOLKATA

Assembly\*

Entally (Vidhan Sabha constituency)

Where the student resides at present for study purpose

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

Where the family of the student resides

Assembly\* Entally (Vidhan Sabha constituency) v

## Permanent Address Details

House No: 77  
PIN Code\*: 700021  
State\* West Bengal v  
Assembly\* Entally (Vidhan Sabha constituency) v

Street Name\*: FEDER  
District\* KOLKATA v

## Course & Income Details

Whether received/receiving any scholarship/free ship from any agency\*: No v  
Annual income of co-borrower (all sources)\*: 1000000  
Programme\*: UG  
(Course fee + tuition) (Indicative)\*: 500000  
Year of Commencement\*: 2021  
Loan amount required\*: 450000

Course Name\*: B.B.A.  
Whether received any Institutional brochure/ document detailing the Course/Tuition fees : \* Yes v  
*You have to upload relevant document later on*  
Year of Completion\*: 2024  
Loan amount In words\*: FOUR LAKH FIFTY THOUSAND ONLY

## Bank Details of the Student

IFS Code\*: ICIC0000421  
Branch Name\*: KALYANI  
Bank For Loan\* HDFC Bank v

Name of Bank\* ICICI BANK LTD  
A/C No\*: 042101508983  
Bank Branch For Loan\* KALYANI - WEST BENGAL v

## Bank Details of the Co-borrower

IFS Code\*: ICIC0000421  
Branch Name\*: KALYANI

Name of Bank\* ICICI BANK LTD  
A/C No\*: 0758010109165

Save & Continue

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

### Bank Details of the Student

IFS Code:*	<input type="text" value="ALLA0210022"/>	Name of Bank*	<input type="text" value="ALLAHABAD BANK"/>
Branch Name:	<input type="text" value="ALIPORE BRANCH,KOLKATA"/>	A/C No:*	<input type="text" value="6578367907447"/>
Bank For Loan*	<input type="text" value="THE WEST BENGAL STATE COOPER v"/>	Bank Branch For Loan*	<input type="text" value="SALT LAKE CITY BRANCH v"/>

### Bank Details of the Co-borrower

IFS Code:*	<input type="text" value="ALLA0210022"/>	Name of Bank*	<input type="text" value="ALLAHABAD BANK"/>
Branch Name:	<input type="text" value="ALIPORE BRANCH,KOLKATA"/>	A/C No:*	<input type="text" value="8916499493496"/>

Save & Continue



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

WBSCC

Welcome, Aniket Sarkar

Application Details

### Student Credit Card

Logout

#### Upload Scanned Supporting Document

Photograph of applicant (should be (JPEG,jpg) and 50 KB at maximum and 20 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>
Photograph of co-applicant/co-borrower (should be (JPEG,jpg) and 50 KB at maximum and 20 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>
Signature of student (should be (JPEG,jpg) and 50 KB at maximum and 10 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>
Co-borrower /Legal guardian's signature (should be (JPEG,jpg) and 50 KB at maximum and 10 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>
Student's Aadhaar Card (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>
Co-Borrower's Address Proof (Voter ID Card) (It should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>
Admission Receipt (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>
Student's PAN Undertaking Document (It should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>
Co-Borrower's PAN Card (It should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>
Relivent Page of the Brochure/ document detailing the Course fee/ Tuition fees (It should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)*	<input type="button" value="Browse..."/> No file...lected	<input type="button" value="View File"/>

I Shri/ Smt ANIKET SARKAR son/ daughter of RAJESH SARKAR do hereby declare that I / my parents/ legal guardian/ my family have/ has been residing in the State of West Bengal since last 10 years (or more). I do hereby declare that the above mentioned information furnished by me correct and true my knowledge and belief.

I do hereby authorise my loan sanctioning Bank to disburse/ to pay my Institutional expenses directly to the institution's Bank account from my sanctioned loan account.

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Latest Colour photograph of the student in specified format

Latest Colour photograph of the co-applicant/co-borrower as specified

Signature of the student, as specified

Co-borrower's Address proof.

If required to visit the previous page, click on previous option

Admission receipt of the institution, as specified

Signature of the, as specified

Student's Aadhaar Card as specified

Student's PAN card or undertaking as specified

Co-borrower's PAN card or undertaking as specified

These two undertakings are to be submitted

If the procedure done correctly, click on save & continue

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

Welcome,  
**Amar Nath Ghosh**

Dashboard

Application Details

## Upload Scanned Supporting Document

Data has been saved Successfully

Photograph of applicant (should be (JPEG,jpg) and 50 KB at maximum and 20 KB at minimum.)\*

Choose File No fi... sen

View File

Photograph of co-applicant/co-borrower (should be (JPEG,jpg) and 50 KB at maximum and 20 KB at minimum.)\*

Choose File No fi... sen

View File

Signature of student (should be (JPEG,jpg) and 50 KB at maximum and 10 KB at minimum.)\*

Choose File No fi... sen

View File

Co-borrower /Legal guardian's signature (should be (JPEG,jpg) and 50 KB at maximum and 10 KB at minimum.)\*

Choose File No fi... sen

View File

Student's 10th standard Document (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

Choose File No fi... sen

View File

Student's PAN Undertaking Document (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

Choose File No fi... sen

View File

Co-Borrower's Address Proof (Driving License) (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

Choose File No fi... sen

View File

Co Borrower's PAN Undertaking Document (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

Choose File No fi... sen

View File

Admission Receipt (it should be (pdf,PDF) and 400 KB at maximum and 50 KB at minimum.)\*

Choose File No fi... sen

View File

I Shri/ Smt AMAR NATH GHOSH son/ daughter of KLSDKHKJH JJKHDJJK BJJKD do hereby declare that I / my parents/ legal guardian/ my family have/ has been residing in the State of West Bengal since last 10 years (or more) .I further declare that the above mentioned information furnished by me correct and true my knowledge and belief.

I do hereby authorise my loan sanctioning Bank to disburse/ transfer my Institutional expenses directly to the institution's Bank account from my sanctioned loan account.

Previous

Save & Continue

Student's Class Xth board registration certificate to be uploaded, if there is no Aadhaar



# APPLICANT'S PROFILE VIEW

ONCE THE STUDENT OPT FOR SAVE AND CONTINUE IN THE PREVIOUS PAGE THIS PAGE WILL OPEN UP

The screenshot shows the 'New Application' page for a student named Aniket Sarkar. The page is divided into several sections: 'Basic Details', 'Details of the qualifying public examination', 'Present course of study', and 'Personal Details'. Callouts highlight various elements: the student's name, scanned photos with signatures, details of the qualifying examination, details of the present course of study, and options to view personal details and uploaded documents. A 'Submit Application' button is visible at the bottom right.

**WBSCC**  
Welcome, Aniket Sarkar

Student Credit Card [Logout]

Download Application Details

**Basic Details**

Applicant ID:	WBSCC2166644931		
Applicant Name	ANIKET SARKAR		
Mobile No.	98XXXXXXXX		
Email Id	an@sarkar@gmail.com		

**Details of the qualifying public examination**

Name of the last qualifying examination	HIGHER SECONDARY/EQUIVALENT		
---	-----------------------------	--	--

**Present course of study**

Name of the Programme	UG	Name of the course	B.B.A.
Year of admission in this course	2021	Year of Completion	2024
Name of the present Institution	Asutosh College	Institution State	West Bengal
Institution District	KOLKATA		

**Personal Details**

Upload documents

Submit Application

Name of the student

Scanned photo with signature of the student

Scanned photo with signature of the co-borrower

Details of the qualifying examination

Details of the Present Course of study

Option to view the personal details

Option to view the uploaded documents

Please review all the fields, edit if necessary (EDIT button is one the left panel). Once the student is fully satisfied with the details fed, he/she needs to press Submit Application



# APPLICANT'S PROFILE AFTER FINAL SUBMISSION

The screenshot displays the 'View Application' page for a student credit card application. A modal dialog box titled 'Confirm Submission' is overlaid on the page, asking for confirmation to submit the application. The background page shows the following details:

Basic Details			
Applicant ID	WBSCC2166644931		
Applicant Name	ANIKET SARKAR		
Mobilo No.	XXXXXXXXXX		
Email Id	XXXXXXXXXX@wbcc.com		
Details of the qualifying public examination			
Name of the last qualifying examination	HIGHER SECONDARY/EQUIVALENT		
Present course of study			
Name of the Program	UG	Name of the course	B.B.A
Year of admission in this course	2021	Year of Completion	2024
Name of the present institution	Asutosh College	Institution State	West Bengal
Institution District	KOLKATA		
Personal Details			
Upload Documents			

At the bottom right of the page, there is a green button labeled 'Submit Application'.

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

Once the student is sure that the details is fed correctly, He / She is required to opt for 'Yes' or 'No' very cautiously as there is no option for modification.

If all data fed is ok, the student required to press 'Yes'

# AFTER SUBMISSION, THIS DASHBOARD APPEARS



WBSCC

Welcome, Aniket Sarkar


Dashboard

Application Details

### Student Credit Card

Logout

#### Details of Application



Aniket Sarkar

WBSCC2166644931

98 7000000

Track Application

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 17:05:37
2	Application Form Fillup	Done	21-06-2021 17:41:21
3	Upload Supporting Document	Done	21-06-2021 17:39:41
4	Application Submission	Done	21-06-2021 17:46:20
5	Status	Application Submitted to HOI	

Once form is submitted by the student, it shows that the form is submitted to the Institution

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# 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

Dashboard

Application Details

### Student Credit Card

Logout

#### Details of Application

[Track Application](#)

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
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 Returned by HOI to APPLICANT	

**Sandip Das**  
WBSCC2193246471  
98XXXXXXXX


[Edit Loan Application](#)


**Click to edit the application, when returned by the institution.**


**In case of pending of submission, the application will be returned by the Institution to the applicant.**


# WHEN THE FORM IS SUCCESSFULLY SUBMITTED



 **WBSCC**

 Welcome,  
**Sandip Das**

 Dashboard

 Application Details ▾



## Student Credit Card

 Logout

### Details of Application



**Sandip Das**

WBSCC2193246471


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#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
2	Application Form Fillup	Done	21-06-2021 18:45:44
3	Upload Supporting Document	Done	21-06-2021 18:45:47
4	Application Submission	Done	21-06-2021 18:45:52
5	Status	Application Submitted to HOI	

# STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

## When the application is forwarded to HED



WBSCC


Welcome,  
Sandip Das

- Dashboard
- Application Details

### Student Credit Card

Logout

#### Details of Application



**Sandip Das**  
WBSCC2193246471  
XXXXXXXXXX

[Track Application](#)

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
2	Application Form Fillup	Done	21-06-2021 18:45:44
3	Upload Supporting Document	Done	21-06-2021 18:45:47
4	Application Submission	Done	21-06-2021 18:45:52
5	Status	Application Forwarded by HOI to HED	



# STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

## When the application is forwarded to Bank by HED

**WBSCC**

Welcome,  
**Sandip Das**


Dashboard

Application Details

### Student Credit Card

Logout

#### Details of Application



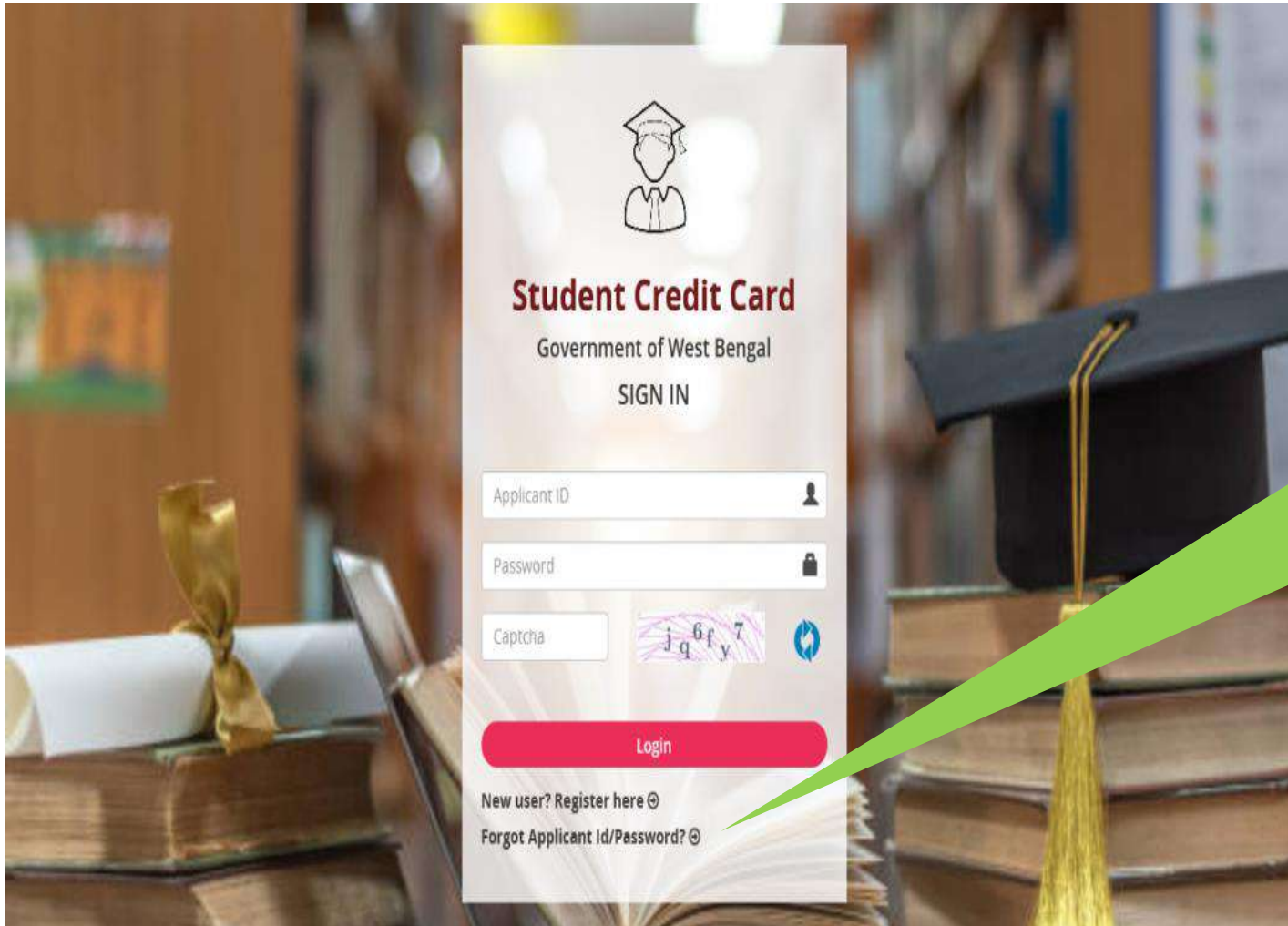
**Sandip Das**  
WBSCC2193246471  
98XXXXXXXXXX

[Track Application](#)

#	Activity	Status	Date
1	Applicant Registration	Done	21-06-2021 11:11:10
2	Application Form Fillup	Done	21-06-2021 18:45:44
3	Upload Supporting Document	Done	21-06-2021 18:45:47
4	Application Submission	Done	21-06-2021 18:45:52
5	Status	Application Forwarded by HED to BANK	



# WHEN THE APPLICANT FORGOT APPLICATION ID / PASSWORD



In case the student forgets Applicant ID / Password, He/She needs to press Forgot Applicant ID /Password



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

  
**Student Credit Card**  
Government of West Bengal  
Retrieve Applicant Id/Password

Select What is to Retrieve


Captcha   

[Back To Home](#) [Submit](#)

The applicant needs to select from the dropdown list what to retrieve and then press the submit button





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

  
**Student Credit Card**  
Government of West Bengal  
Retrieve Applicant Id/Password

Applicant ID

Aadhaar Number

Captcha   

[Back To Home](#) [Submit](#)

In case the Applicant ID / 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