

# Procedure to apply for Institute KYC Registration & Profile Update under National Scholarship Portal 2022-23

## Instructions: -

- Such of those institutes who have not registered (KYC Registration) under NSP & not having login credentials are advised to fill the online KYC Registration Form and get it approved by District Nodal Officer (DNO).
- The Institutes having DISE/AISHE/NCVT Code only are eligible to apply for registration online.
- For Academic year 2022-23, all Institute Nodal Officer's are required to give their Aadhar information while updating their profile, which will be verified from the UIDAI.
- INO is advised to carefully enter Aadhar related information (ie Aadhar number, Name, Gender, Mobile Number & Date of Birth), as mentioned in her/his Aadhar card.
- Profile will be updated only after successful verification of Aadhar information from UIDAI and subsequent OTP authentication.

## Procedure for online Institute KYC Registration & Profile Update: -

- Step-1:** Go to the link <https://nsp.gov.in/instEKYCRegistrationIndex>.  
Click on Institute KYC Registration Form option to fill Institute KYC Registration as per the instructions given in the user manual.
- Step-2:** Enter AISHE/DISE/NCVT Code & Captcha then click on submit button.
- Step-3:** If your institute is not KYC approved for registration after entering AISHE/DISE code, click on "Continue with Aadhar verification" button.
- Step-4:** On clicking "Continue with Aadhar verification" button, it will ask to enter Institute Nodal Officer's (Verification person, OTP will be sent to INO) details for Aadhar Authentication and submit it.
- Step-5:** After successful verification of INO's Aadhaar details, NSP will prompt INO to enter details of Institute Head's for verification from UIDAI.  
Once information gets verified from UIDAI, Institute KYC Registration Form will display then Upload Institute Nodal Officer's identity proof like Aadhar/Voter Id/Driving License etc. and other details of the institute.
- Step-6:** Take print of Institute Nodal Officer KYC (INO) Registration Form and submit the same to your considered District Minority Office, attested by the principal with seal & signature.
- Step-7:** Institute's KYC Registration Form will be approved by the District Nodal Officer.
- Step-8:** Once the Institute's KYC Registration Form is approved "Login Credentials" will be sent to the registered mobile number.
- Step-9:** Go to Institute login page then select Institute Nodal Officer in dropdown and login to your account, under administration, click on Update profile option, then enter received OTP & it will ask to fill institute details then click on final submit, profile will be updated successfully only after OTP authentication  
Once institute profile update is done, go to **"Add update details"**, select your institute courses offered and update **course-wise fees- mandatory**.  
Only after completion of the above 9 steps your institute name will be displayed on NSP Portal for students to apply and institutes to verify applications of their students.