



WEST BENGAL
STUDENT CREDIT CARD SCHEME

Steps for Registration and
applying in SCC Portal



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 10th 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)



A few clarifications before proceeding for registration

- Student Credit Card / loan cannot be applied for future courses. Admission receipt is to be uploaded while applying.

For example, if a student is presently studying in Class XII and he proposes to study management in future, he cannot apply for loan considering /clubbing course fee of management courses. At present he has to apply for loan considering his course fee of Class XII only. For future courses, he has to apply for a fresh credit card after admission to that particular course.

- The students cannot apply for credit card loan considering their course fee of the regular institute as well as coaching institute fee clubbed.

- Loan cannot be applied for the course fees or admission fees etc which have already been paid to the institution . Fees to be paid in future for the running course only, is to be mentioned. There is no re-imburement system in this scheme.



A few clarifications before proceeding for registration

Clarification on **PROGRAMME NAME / COURSE**

Programme Type:

To be selected from drop down list Like UG, PG, Diploma, School, Vocational(10+2) etc

Programme Name:

For Each Programme Type, there are a number of Programme Names to be selected.

NOTE : Subject wise courses like MSc Physics etc. are not available in the dropdown list in most of the cases and are not required also as per the scheme. It will not hamper loan sanctioning process. Only broad course like MA, MSc, BA, BSc, etc are to be selected as per the following examples:



A few clarifications before proceeding for registration

Programme Type	Programme Name
PG (Post Graduate)	MA, MSc, MCom, MD, MS, MBA, LLM, M Mus, etc. Subject wise courses like MSc Physics etc. are not required to be selected
UG (Under Graduate)	BA, BSc, BCom, MBBS, BBA, LLB, etc. Subject wise courses like BSc Physics etc. are not required to be selected
Diploma	ANM, GNM, PGDBA, PGDM, PG Diploma, all Diploma in Poly-techniques, Paramedicals, etc.
Certificate	ITI
School	Class 10, Class 11, Class 12
Vocational (10+2)	Class 11, Class 12



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://wbicc.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

For Duare Sarkar applicants, option "Yes" is to be selected

Registration Form

Registration No. _____

Basic Details

Applicant Name: _____

State: _____ Gender: _____

Age: _____

Address: _____

Education & Course of Study

Registration Year: _____

Course of Study: _____

Level of Study: _____

Department: _____

Personal Details

Mobile No: _____

Postal Address: _____

Declaration

I hereby declare that the information provided is true and correct.

Signature: _____

Date: _____

Approval

Signature: _____

Date: _____

Submit



FORMAT OF THE STUDENT'S REGISTRATION FORM

When Yes option (Duare Sarkar) is selected

When option "Yes" is selected

Duare Sarkar Portal Registration No is to entered here

To be selected from drop down list

To be selected from drop down list like UG, PG, Diploma, School, Vocational (10+2) etc.

To be selected from list like MA, MSc, BTech, BA, BSc etc.

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., @\$%^)

This Password will be used for all future purposes



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

Type the Registration Number of (10th) standard board, when there is no Adhar

Then type the name of the 10th standard board

The form is divided into four main sections, each with a blue header:

- Personal Details:** Includes fields for Name, Date of Birth, Gender, and Address.
- Parental Details:** Includes fields for Parent Name, Parent Address, and Parent Contact Number.
- Classroom Details:** Includes fields for Class, Section, and School Name.
- Personal ID:** Includes fields for Registration Number and a dropdown for the 10th standard board.

A green 'Submit' button is located at the bottom right of the form.



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

The image shows a blurred screenshot of a registration form. A modal window is open in the center, displaying the text "Please enter the OTP sent to your mobile number during registration" and a "Verify" button. The background form is mostly obscured by the blur and the modal window.

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.





Step 3: Submission of application

Click STUDENT LOG IN button to get :



Please enter your Registration No.

Enter the Password

After entering the captcha, click login

Enter the captcha as shown



APPLICANT DASHBOARD

Student Credit Card

Student Profile

Apply Loan

Sl. No.	Category	Amount	Status
1	Registration Fee	10,000.00	PAID
2	Library Fee	5,000.00	PENDING
3	Medical Insurance	5,000.00	PENDING
4	Student Union Fee	5,000.00	PENDING
5	Other Fees	5,000.00	PENDING

Callout 1: To apply for the loan, please click on Apply Loan

Callout 2: Name, Registration no. and contact number will appear, which the student need to checkout

Callout 3: Here it shows that registration done

Personal Details

SECTION – I (WHEN THE STUDENT HAS NO AADHAR)



Personal Details

Name of Student	XXXX	XXXX	XXXX
Roll Number	XXXXXXXXXX	XXXXXX	XXXX
Branch Name	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Department name (if any)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Student Name of	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Year of Study	XXXX	XXXX	XXXX
Stream Code	XXXXXX	XXXXXX	XXXXXX
Academic Status	Yes	Yes	Yes
Year of passing of this standard Board	2018		
Exam Qualified?	Yes		
Student's ID/Card?	No		

Click here to upload Document

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

Co-borrower Details

Co-borrower's Name	XXXXXXXX	Co-borrower's Mobile No.	XXXXXXXXXX
Co-borrower's Gender	MALE	Co-borrower's Status	EMP.
Co-borrower's Address Type	Urban/ Rural	Address Type (Rural/Urban/Other)	XXXXXXXXXX
Co-borrower's PAN Card?	Yes	Co-borrower's PAN Card No.	XXXXXXXXXX

Present Address Details

House No.	11	Street Name	XXXXXX
Pin Code	XXXXXX	City	XXXXXXXXXX
State	XXXXXX	Country	INDIA
Residence Type	Other (Specify Type of Residence)		

Where the student resides at present for study purpose

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

Where the family of the student resides

Permanent Address Details

House No.		Street No.	
Flat No.		Street Name	
Block No.		Post Office	
Suburb		Post Office Code	
City		State	
Country		Pin Code	

Course & Income Details

Course Name		Year	
Branch		Level	
College Name		Medium	
College Address		Year of Admission	
College City		Year of Completion	
College State		Annual Income	
College Pin Code		Family Income	

Bank Details of the Student

Bank Name	State Bank of India
Branch Name	Chennai
Account No.	12345678901234567890

Bank Name	State Bank of India
Branch Name	Chennai
Account No.	12345678901234567890

Bank Details of the Guardian

Bank Name	State Bank of India
Branch Name	Chennai
Account No.	12345678901234567890

Bank Name	State Bank of India
Branch Name	Chennai
Account No.	12345678901234567890

Save & Continue



APPLICANT'S DOCUMENT UPLOADING (WHEN THERE IS AADHAR)

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)

The screenshot shows a web application interface for document uploading. On the left is a dark blue sidebar with a logo and navigation options. The main content area is titled 'Applicant's Document Uploading' and contains a list of fields. Each field has a text input area and a blue 'Upload' button. The fields include:

- Personal Information
- Academic Information
- Address Information
- Other Information
- Signature and Stamp
- Class Xth board registration certificate
- Other Information
- Declaration

A green callout box points to the 'Upload' button for the 'Class Xth board registration certificate' field.

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



APPLICANT'S PROFILE VIEW

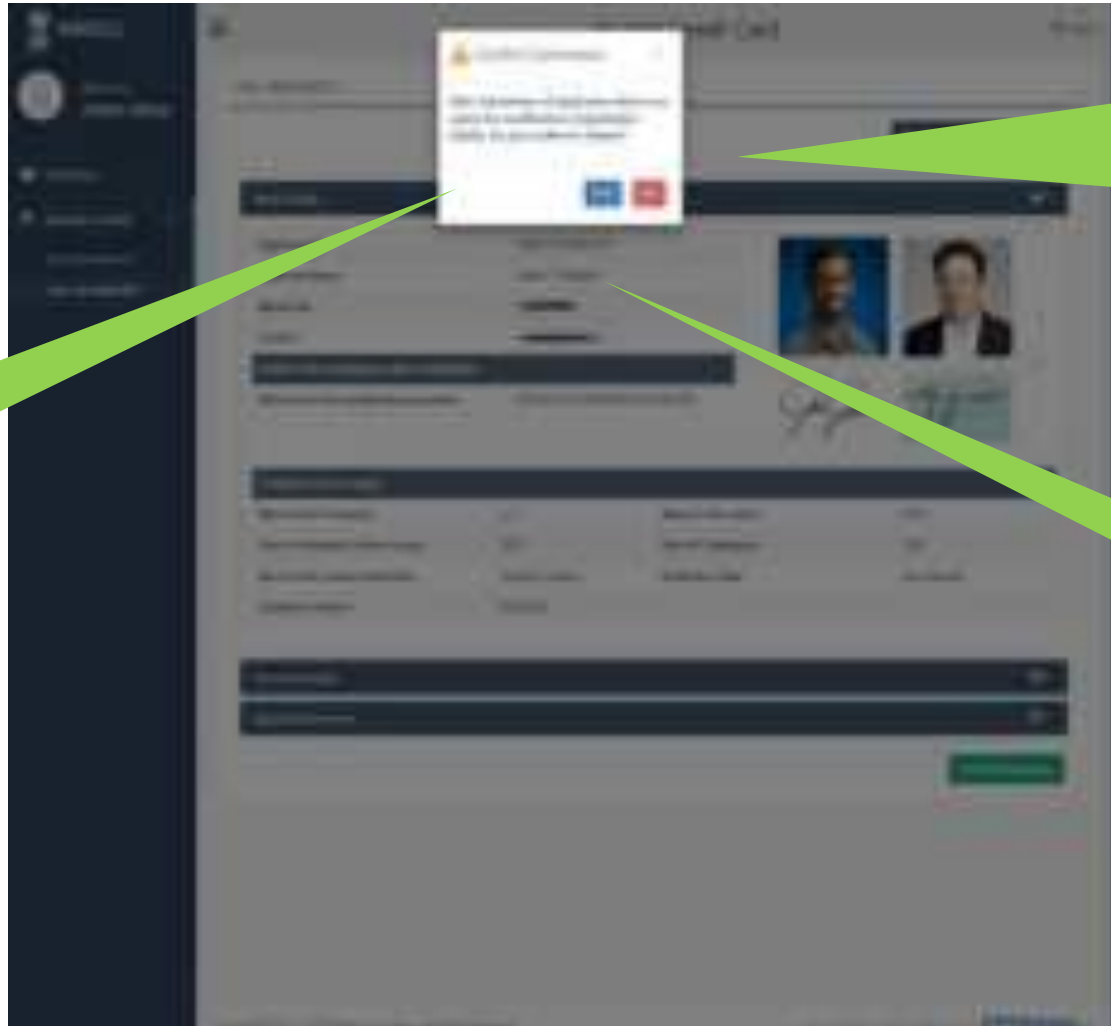
ONCE THE STUDENT OPT FOR SAVE AND CONTINUE IN THE PREVIOUS PAGE THIS PAGE WILL OPEN UP

The screenshot displays the 'Applicant's Profile View' page. The page is divided into several sections, each with a callout box:

- Name of the student:** Points to the 'Name' field at the top of the form.
- Scanned photo with signature of the student:** Points to the student's photo and signature.
- Scanned photo with signature of the co-borrower:** Points to the co-borrower's photo and signature.
- Details of the Present Course of study:** Points to the 'Present Course of Study' section.
- Details of the qualifying examination:** Points to the 'Qualifying Examination' section.
- Option to view the personal details:** Points to the 'Personal Details' section.
- Option to view the uploaded documents:** Points to the 'Uploaded Documents' section.

A large green box at the bottom right contains the following text: "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



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

The screenshot displays a web interface for a 'Student Credit Card' application. On the left is a dark sidebar with the WBIIC logo and user information for 'Anil Kumar'. The main content area is titled 'Details of Application' and features a profile picture of Anil Kumar. To the right of the profile is a table with the following data:

#	Building	Status	Fee
1	Residence Registration	✓	INR 2000 (1 time)
2	Residence Card Fee	✓	INR 2000 (1 time)
3	Annual Supporting Document	✓	INR 2000 (1 time)
4	Residence Subscription	✓	INR 2000 (1 time)
5	Total		INR 8000 (1 time)

A green callout box with a pointer to the 'Status' column of the table contains the text: 'Once form is submitted by the student, it shows that the form is submitted to the Institution'.

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



The screenshot shows a web interface for a 'Student Credit Card' application. On the left is a dark sidebar with navigation options: 'WASC', 'My Profile', 'My Application', 'My Account', and 'My Application Status'. The main content area is titled 'Student Credit Card' and 'Details of Application'. It features a profile picture of a man named 'Bartolj Ciep' with a green 'Edit Profile' button below it. To the right is a table with columns for 'Step', 'Status', and 'Date'. The table lists several application steps, most with a green status bar, and one with an orange status bar. A blue 'View Application' button is located at the top right of the table area.

Step	Status	Date
1. Application Registration	Success	21/06/2021 11:00:00
2. Application First Step	Success	21/06/2021 11:00:00
3. Initial Supporting Document	Success	21/06/2021 11:00:00
4. Application Submission	Pending	21/06/2021 11:00:00
5. Status	Application Returned by Institution	

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, Santop Das

Dashboard
Application Details

Student Credit Card

Details of Registration



Santop Das
WBSCC Employee
ID: 1000000000

#	Step	Status	Date
1	Applied Registration	Success	11/01/2021 10:11:04
2	Registration Document Upload	Success	11/01/2021 10:40:04
3	Upload Supporting Documents	Success	11/01/2021 10:40:07
4	Registration Submission	Success	11/01/2021 10:40:08
5	Done	Registration Successful & OK!	



STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

When the application is forwarded to HED

The screenshot displays a user interface for a 'Student Credit Card' application. On the left is a dark sidebar with navigation options: 'Home', 'Application Details', and 'Application Status'. The main content area is titled 'Student Credit Card' and shows 'Details of Application' for a user named Sandip Das. A profile picture of Sandip Das is shown on the left. To the right is a table with the following data:

#	Activity	Status	Date
1	Application Submitted	Success	21.06.2021 11:07:10
2	Application Form Filed	Success	21.06.2021 11:07:14
3	Upload Supporting Document	Success	21.06.2021 11:07:47
4	Application Submitted	Success	21.06.2021 11:07:52
5	Note	Application Forwarded by HED to HED	

At the bottom right of the dashboard, there is a 'Print Application' button.



STATUS VIEWED BY THE APPLICANT IN THE DASHBOARD

When the application is forwarded to Bank by HED

Student Credit Card

Details of Application


Sandy Das
[Redacted]
[Redacted]

[Track Application](#)

#	Activity	Status	Date
1	Application Registration	Success	21.06.2024 15:11:55
2	Application Form Filled	Success	21.06.2024 15:30:44
3	Upload Supporting Documents	Success	21.06.2024 15:35:47
4	Application Submitted	Success	21.06.2024 15:39:55
5	Note:	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)



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)



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

In case the password is forgotten, the student needs to opt for 'Password', enter the User ID , fill up and press submit button , the password will be sent to the registered mobile number