

The Eligibility criteria for the Means Grant program is given below:

- (i) Indian residents may apply under this scheme.
- (ii) Only a parent, legal guardian or the student (if not a minor), can submit an application.
- (iii) Students pursuing studies anywhere in India are eligible to apply, provided the enrolment is in a school or college recognized by the competent authority, such as State Board, Central board, University Grants Commission (UGC), or the relevant professional council as applicable.
- (iv) The student is eligible to apply only for the relevant Academic year 2026-27. Since this is a reimbursement-based scheme, the fees should have been paid and the requisite fee receipt should be available with the student. For this academic year, an application may be made any time before 31st March 2027. However, students are strongly encouraged not to wait until March 2027 and to submit their applications as soon as all required documentation is available, allowing sufficient time for processing.
- (v) Students should have secured at least "Pass" class in their previous examination (2025-26).
(Students who have passed with ATKT, grace marks, or condonation are not eligible to apply.)

If you meet the scheme eligibility criteria and wish to apply for educational assistance under the same, please read the below mentioned directions/guidelines carefully, so that your request be expeditiously responded to.

DIRECTIONS / GUIDELINES

I. Application:

- (a) Please ensure that your request meets the Scheme eligibility criteria.
- (b) Applications must be submitted online by email only. Please send the completed application form along with all required documents in PDF format
- (c) Our application **process is also time bound** so that we can expeditiously address your request. Please **ensure that timelines are adhered to**, else we would be constrained not to process your application further. We would therefore urge you to send in your application only once all the documents are / information is on hand.
- (d) Please provide accurate information and authentic documents. Applications containing incorrect or unverifiable information will not be processed.
- (e) Only one application per student will be accepted. Multiple applications submitted through different email IDs will be disregarded. You will receive an acknowledgement of your first email within three working days.

IMPORTANT: Your application will not be processed for AY 2026–27 if:

- You do not meet the scheme eligibility criteria.
- The application is submitted in hard copy.
- The application is not submitted within the prescribed timelines.
- The application / supporting documents are incomplete, missing, or illegible.

We therefore reiterate our request that you ensure that all the documents listed in Section III below are available with you, **BEFORE** submitting your application over email.

II. Documents to be submitted:

- a) Please email **clear scanned copies** of each document separately in **PDF format** as attachments on a single email to igpedu@tatatrusters.org
- b) For access / security purposes documents should not be submitted through a drive or link. Please submit the documents only in PDF format as attachments.
- c) Requested documents must be clearly named as follows: Application form, MarksheetSem1, MarksheetSem2, Income Proof-Father, Income Proof-Mother, Fee Receipts, Identity Proof, etc.

Please refer to specimens of requested documents being shared for reference.

Kindly note: For ease of your understanding specimens of documents have been provided. However, they are for reference purpose only. In some of the specimens, confidential information has been masked. However, while submitting your documents please make sure that all the details are clearly visible.

III. List of Mandatory Documents:

1. Consent Form [click here](#)
2. Application Form
 - a. for college studies please [click here](#)
 - b. for school studies please [click here](#)
3. **Marksheet duly attested by the school or college authority** for the academic year 2025–2026. If your academic year consists of **two semesters**, kindly submit the clear scanned copies of the attested marksheets for **both semesters separately**. In order for the documents to be more legible, please submit scanned copies of the **original attested marksheets** and not scans of the photocopies of attested marksheets. (for specimen please [click here](#)).
4. **Fee receipt(s)** for the academic year 2026-2027.
5. **Family Income Proof for the Assessment Year 2026-27 (Financial Year 2025-26).**

We require documentary proof for each earning member in the family.

Kindly provide **ANY ONE SET** of the Documents listed below in order of priority, **preference being to Set "A". In the absence of Set "A", you may submit any one of the documents listed in Set "B".**

A. If you are filing Income-Tax Returns (Salaried/Self-employed/Retired)

Complete set of Income Tax Return for the Assessment Year 2026-27. Please download the Income Tax Return from their official website and submit all pages including the acknowledgment page (please [click here](#) for Income Tax Return specimen).

OR

B. If you have not filed or don't file or are not required to file an Income-Tax Return, you will have to submit a declaration to that effect (for specimen please [click here](#)), along with any one of the income proof documents listed below:

- i. **For salaried individuals** - Complete set of Form 16 downloaded from the **TRACES** portal for the Assessment Year 2026-27 (for specimen please [click here](#)).
 - ii. **For salaried individuals, not receiving Form 16** - Employer letter on organisation's **original letterhead** stating the income for the Assessment Year 2026-27 (for specimen please [click here](#)).
 - iii. **For salaried individuals** who are employed by an individual / family, or other income earners outside formal employment (eg: farmers, tailors, private tutors, carpenters etc.) please submit an **Income certificate** issued by any one of the following authorities – Tehsildar / District Magistrate / Deputy Commissioner / Collector / Sub-Divisional Magistrate / Revenue Circle Officer / or other designated district authorities
 - iv. **Retired** - If the parents are retired and receiving a pension, kindly submit a clear scanned copy of the passbook which contain entries for the period April 2025 to March 2026, of the pension account.
6. College/School letter as per the shared format. The specimen letter should be typed on the **original letterhead** of the college/school, and it must be **signed by the Principal** of the college/school.
- a. for college letter specimen please [click here](#)
 - b. for school letter specimen please [click here](#)

In order for the documents to be more legible, please submit scanned copies of the **original letter issued by the College/School** and not scans of the photocopies of the letter. The letter must not have a scanned signature but a signed one with the official stamp. Please note that letters without a signature and stamp, or those with only **digital** signatures and stamps, will not be accepted.

7. **Aadhaar Card** of the student. Masked card is preferred.

8. **Gap certificate:** Students who have taken an academic gap/break in their studies and have secured admission in the academic year 2026-27 need to submit a gap certificate. This certificate should clearly mention the reason for the gap and should be on non-judicial stamp paper and notarized by a notary public. In lieu of the 2025-26 marksheet mentioned in point no. 2 above, please submit a **Marksheet duly attested by the school or college authority** for the last academic year attended.
9. **Cancelled cheque** of parent's bank account where the grant, if sanctioned, will be credited. (For specimen, please [click here](#)).

PLEASE NOTE:

1. Tata Trusts does not engage any intermediaries or agents. Applicants are advised to beware of anyone claiming to represent the Trusts or seeking a share of the grant. Any such instance should be reported immediately to Tata Trusts at the email address provided below.
2. Submission of an application and supporting documents does not guarantee financial assistance. All applications will be evaluated as per the Trusts' defined assessment process, and the decision of the Trusts will be final.

IV. QUERY RESOLUTION

If you have any doubts or queries regarding the required documents, please write to us at igpedu@tatatrusters.org **BEFORE** submitting your application. We shall be happy to guide you.