Vidyalakshmi
User Manual For Student Login
2025

This handbook helps students understand how to use the Vidya Lakshmi Portal to apply for an education loan. It includes step-by-step instructions and screenshots to make navigation easy.

Hardware Requirements

- CPU requirement : 1 GHz or higher
- Memory requirement: 512 MB RAM or higher.
- Any Configuration higher than the mentioned hardware requirement is desirable

Software Requirements

- Operating System (OS): MS Windows XP and higher.
- Browser requirement: The Portal is best viewed on Internet Explorer Browser Version (IE 10.0), Fire Fox Version 40 and above, Chrome Version 42 and above.

Internet Connectivity

- Your computer must be connected to the internet to use the portal.

Troubleshooting

- Go to Internet Explorer → Click on Tools → Internet Options → Under the General tab, go to Browsing History → Click Delete → Then click Delete All.

Vidya Lakshmi Education Loan Application Process

For accessing the Vidya Lakshmi Portal, kindly enter the following address on your web browser. www.vidyalakshmi.co.in

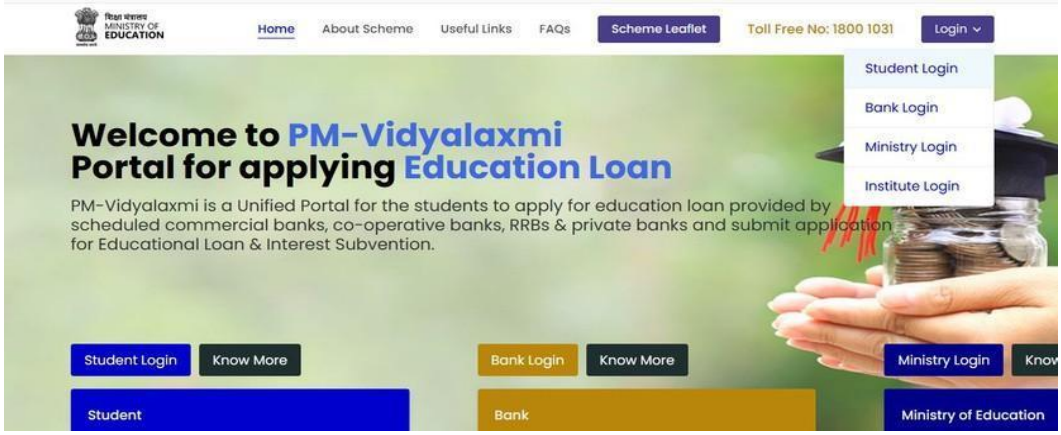
1. Homepage

The homepage has different tabs that will help the user navigate quickly to find the information or service they need.

- Home: Clicking this takes you to the Home Page of the Vidya Lakshmi Portal (as shown in the screenshot above).
- About Scheme: Gives a short explanation of what Vidya Lakshmi is and its benefits.
- Login: Lets users log in to the Vidya Lakshmi portal.
- Useful Links: Shows important links that can help students apply for an education loan.
- FAQs: Answers common questions students or users may have while using the Vidya Lakshmi portal.

2. How to Login? (If you are a Registered User)

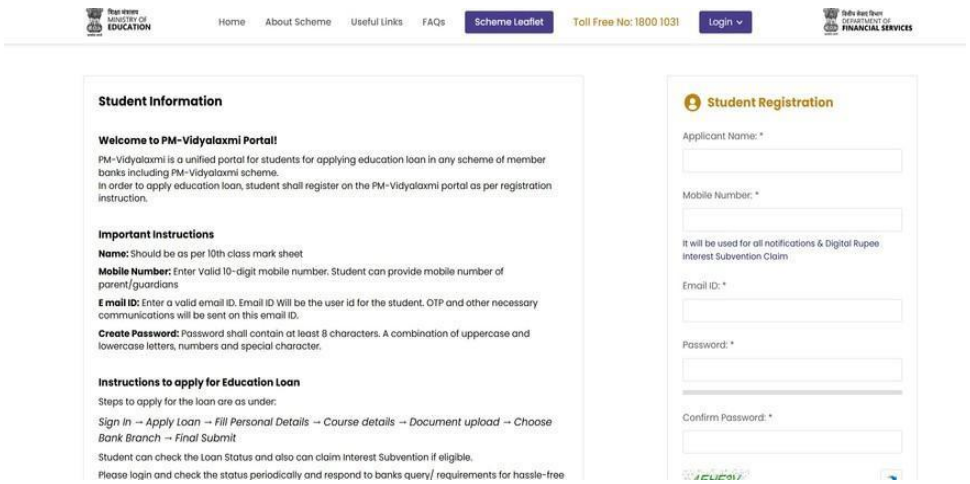
Logging in is the first step to accessing all the services on the portal to help you move forward in the process



- Click on “Login” at the Top Right Corner
- Select “Student Login” from the Dropdown

3. How to Register on the Portal

If you want to apply for a loan through Vidya Lakshmi, you need to register first. Go to the Vidya Lakshmi homepage and click on the “Register” link.

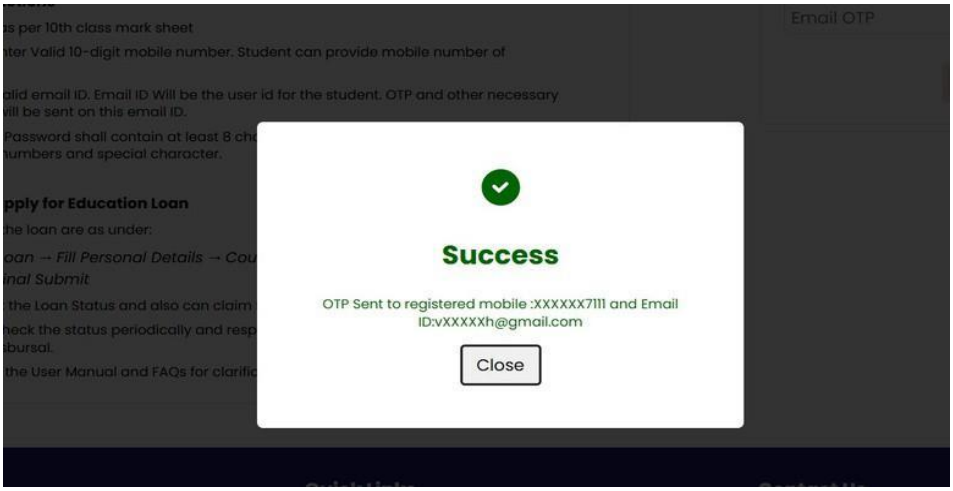


Steps to Register:

Provide required details for registration

1. Applicant Name
2. Mobile no.
3. E-mail ID
4. Password
5. Confirm Password
6. Enter Above Captcha

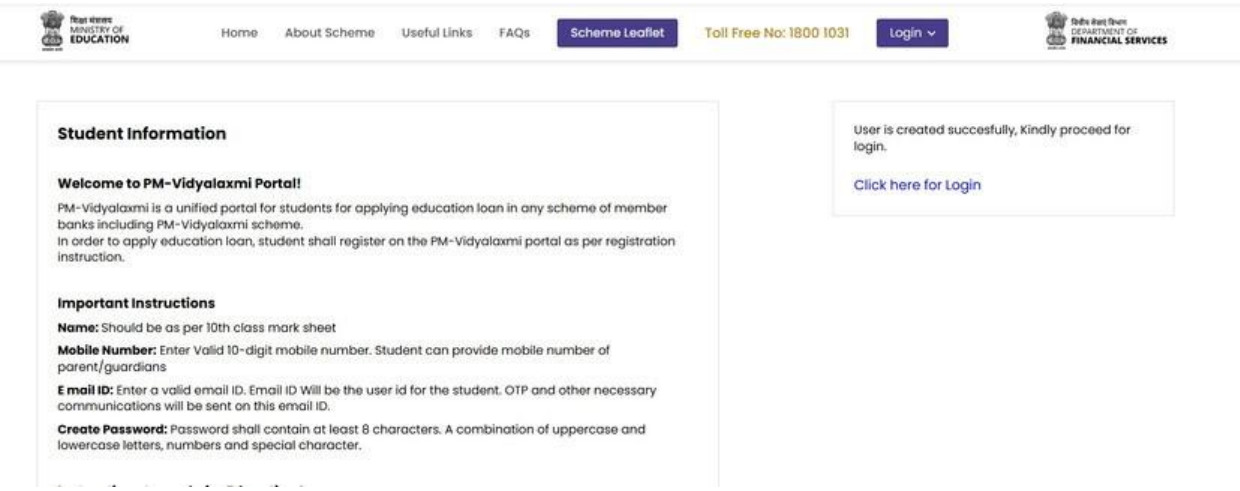
- Terms & Conditions Checkbox
- Check the checkbox provided for terms & conditions “I agree to the Website (Click wrap) agreement: Terms & Conditions”.



- After submitting your registration form, an OTP (One-Time Password) will be sent to:
    a. Your registered mobile number
    b. Your email ID
- Enter the OTP received on both mobile and email into the required fields on the portal.
- Click on “Verify” or “Submit” to confirm your identity.
- Once the OTP is verified, your account will be successfully activated.

Registration Completed Successfully

Your account is now successfully created and you can now move ahead to apply for education loans.



- A message will appear on the screen: “User is created successfully. Kindly proceed for login.”
- This link will take you to the Student Login page.
- Alternatively, you can go to the homepage and click Login → Student Login.

Do I need to already have a bank account to register on the Vidya Lakshmi Portal?

No, you do not need a bank account just to register on the portal. However, when you actually apply for an education loan through a bank, you are asked to provide a bank account in your name during the application.

Will I be charged any fees for registering or applying for a loan on the Vidya Lakshmi Portal?

No, there are no fees for registering or submitting a loan application through the Vidya Lakshmi Portal. It is a free government platform in collaboration with the Ministry of Finance.

How long will it take to get the loan approved after registration?

Registration alone does not start the loan approval process. After registration, you must fill the CELA form. Once submitted, the loan approval time depends on the bank you apply to. Public sector banks may take 15 to 30 working days while private banks might respond sooner but may have stricter criteria.

3. How to Login

With your login credentials, you can access your information anytime on the portal while exploring the other features and services available for education loans.

- Go to the Vidya Lakshmi homepage and click on the “Login” button.
- It will open a new page where registered students can log in to their account.

- Enter your Email ID, password (created during registration), and the captcha code shown on the screen. Then, click on the “Login” button.
- Complete OTP Verification

Is there a helpline number I can call if I can’t log in?

No, there is no dedicated helpline number provided on the Vidya Lakshmi Portal. However, you can get help by contacting them via email: vidyalakshmi@nsdl.co.in

What should I do if I get an error message after clicking “Login”?

1. Double-check your Email ID and Password – make sure there are no typos or extra spaces.
2. Refresh the captcha code and enter it correctly. If it's unreadable, click the refresh icon.
3. If you forgot your password, use the “Forgot Password” link on the login page to reset it.
4. Try a different browser or device if the error continues (Chrome or Firefox is recommended).

4. Know Your Loan Scheme

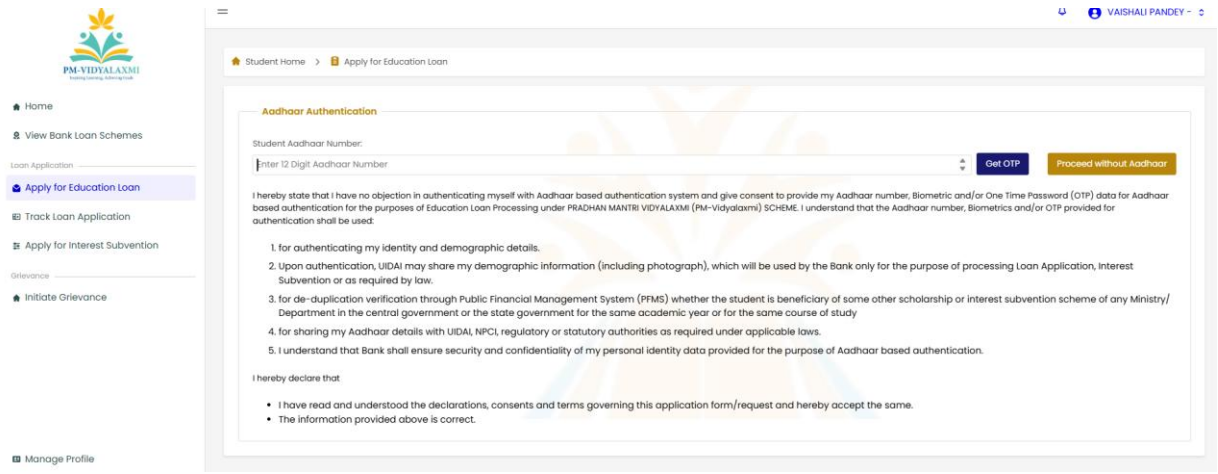
You can check the details about PM Vidyalaxmi and PM USP CSIS schemes.

PM Vidyalaxmi

- Main scheme for applying to education loans through banks.

PM-USP CSIS:

- The Pradhan Mantri Uchchatar Shiksha Protsahan (PM-USP) Central Sector Interest Subsidy (CSIS) scheme is a government program that helps students pay for higher education. It supports deserving students by giving an interest subsidy on education loans, making it easier to study without money problems.



- When you validate your Aadhaar card while applying on the Vidya Lakshmi portal, your details will be captured allowing the system to identify which schemes you can be eligible for.

Can I change the scheme after submitting my application?

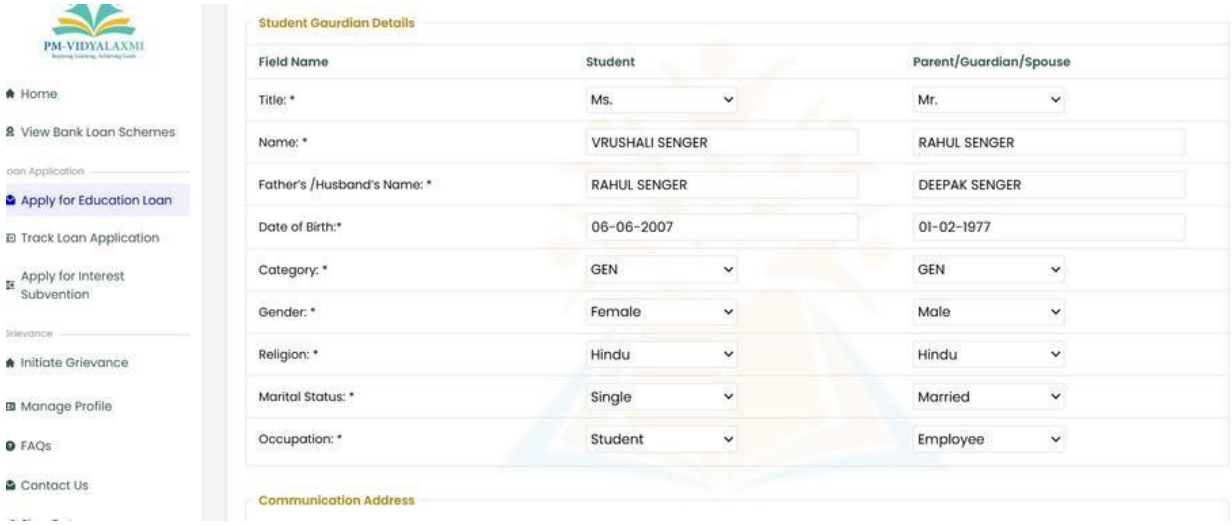
No, you cannot change the scheme after final submission of your loan application on the Vidya Lakshmi portal. So, it's important to read and choose the right scheme carefully before finalizing.

Do all banks support all these schemes, or do I need to select a specific bank for each?

No, not all banks support every scheme listed on the Vidya Lakshmi Portal. Each scheme has its own list of participating banks and eligibility guidelines.

5. How to Apply for Education Loan

Lets see the steps required to complete your application for education loan:



- Click on “Apply for Education Loan” from the left-side menu after logging in.
- The Student and Guardian Details form will open.

For Student

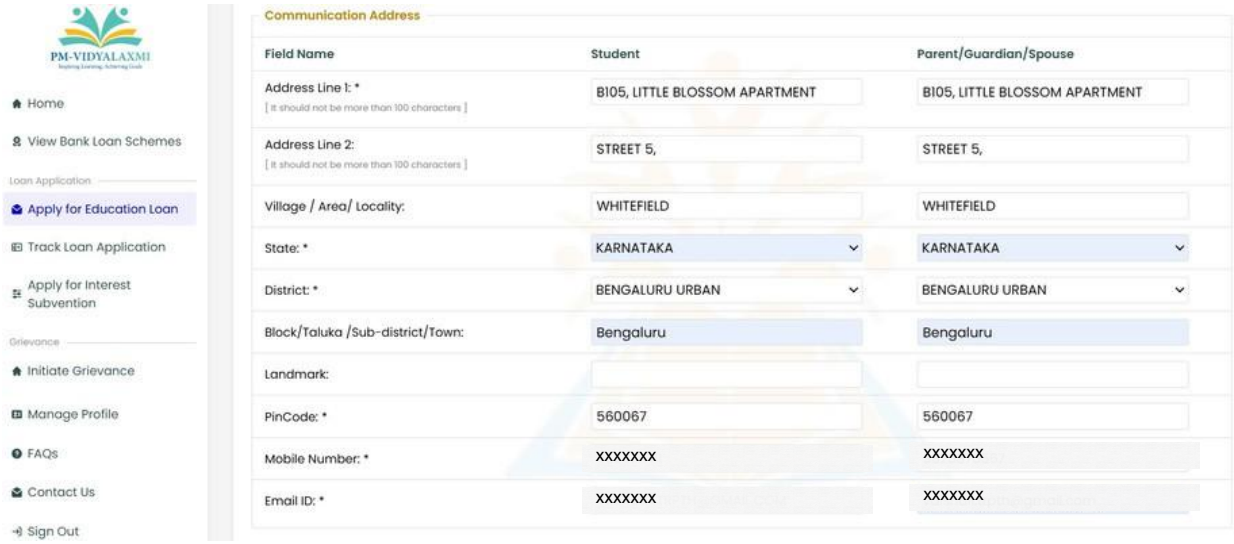
- Select Title, enter Full Name, Father’s/Husband’s Name, and Date of Birth
- Choose your Category, Gender, Religion, Marital Status, and Occupation

For Parent/Guardian

- Select Title, enter Full Name and Father’s Name
- Fill in Date of Birth, and choose Category, Gender, Religion, Marital Status, and Occupation

Provide Contact Address Details

This step helps ensure that important updates and communication reach you without delay.Providing your correct address allows banks and the portal to contact you when needed.



For Student and For Parent/Guardian:

1. Address Line 1 & 2: Enter house/apartment name, street details.
2. Village/Area/Locality: Enter the area name
3. State & District: Select from dropdown
4. Block/Taluka/Town: Enter town name
5. Landmark (if any): Add nearby identifier (optional).
6. Pincode: Enter 6-digit area pincode.
7. Mobile Number & Email ID: Enter valid contact details.

What do I write if there's no clear landmark near my house?

If there's no well-known landmark near your home, you can simply leave the landmark field blank or write "Not Applicable" or a small identifier like "Near village school" or "Bus stand road" if helpful. This field is optional, so it's not mandatory to fill.

Can I change the address later if I move during my studies?

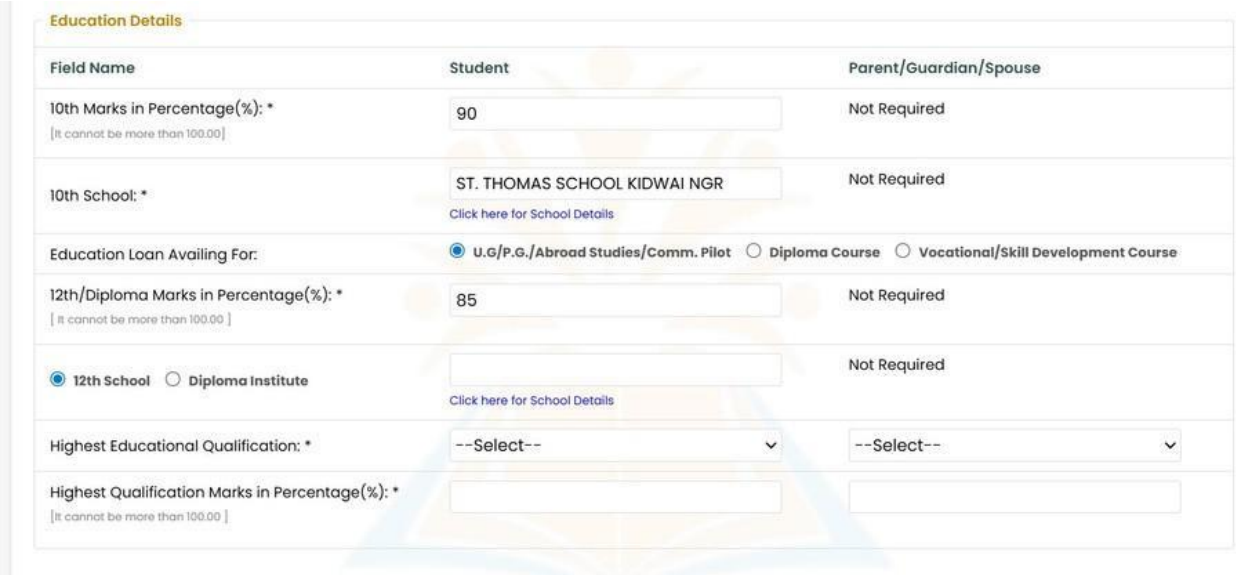
On the Vidya Lakshmi Portal, once the form is submitted, you cannot directly edit the communication address. However, if your address changes after submission, you can:

- Inform the bank directly where you applied for the loan, and

- Update your details in the bank's system during verification or documentation.

Enter Education Details

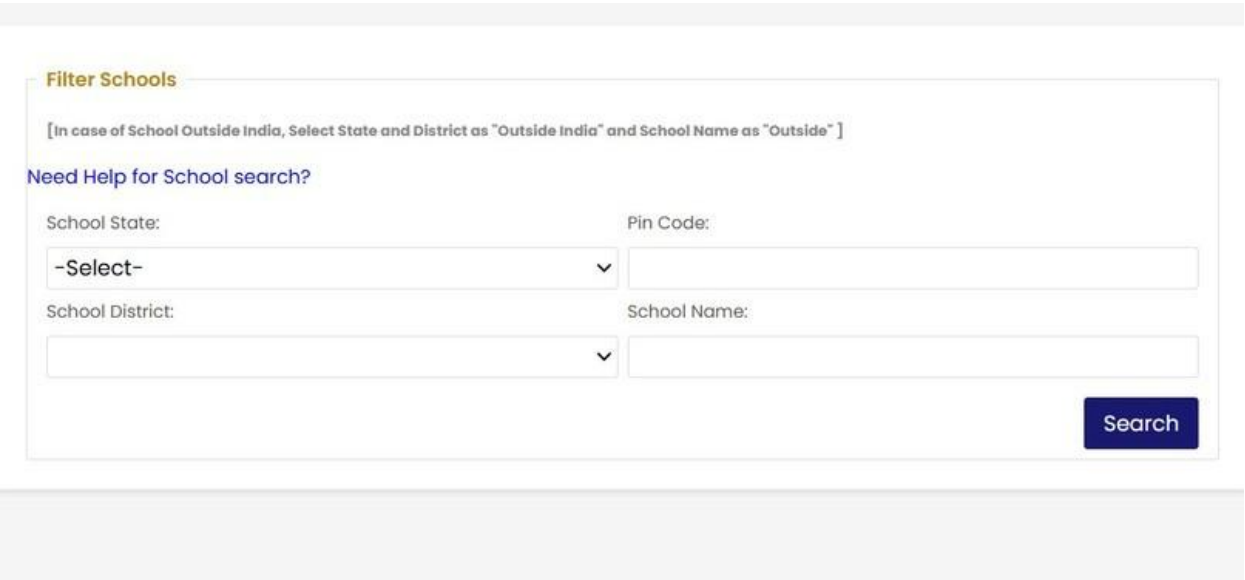
This step captures your academic background to support your loan application. Providing accurate education details helps banks assess your eligibility and course relevance.



1. Enter 10th Marks (%)
2. Enter 10th School Name
3. Choose Loan Purpose
4. Enter 12th/Diploma Marks (%)
5. Select 12th/Diploma School
6. Select Highest Qualification
7. Enter Marks for Highest Qualification (%)

Steps to Search for Your School

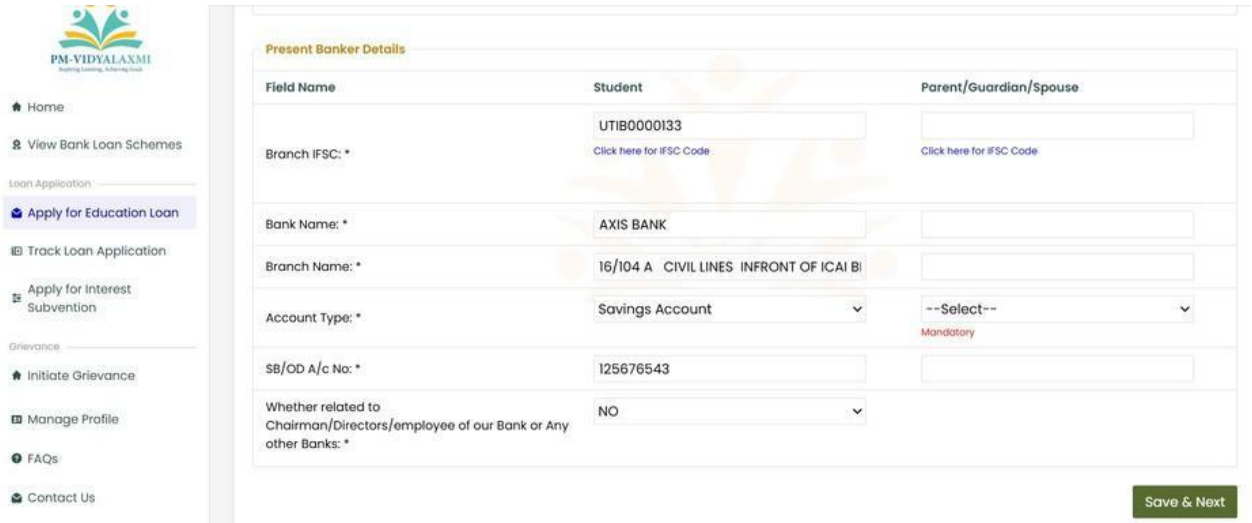
This information forms the foundation of your education loan application and influences approval decisions.



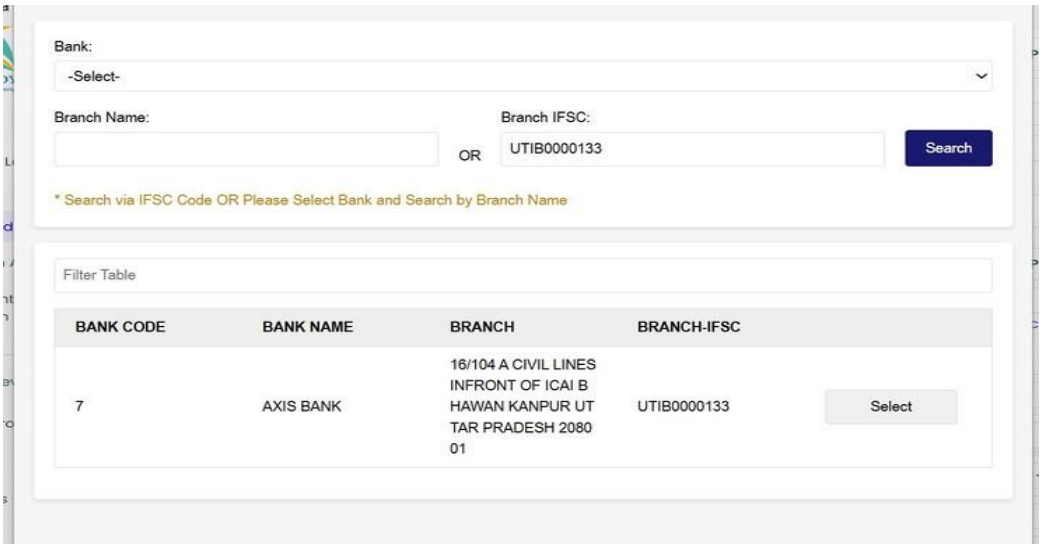
1. Select the School State from the dropdown.
2. Enter the Pin Code
3. Enter the School District.
4. Type your School Name (or part of it).
5. Click on the “Search” button.

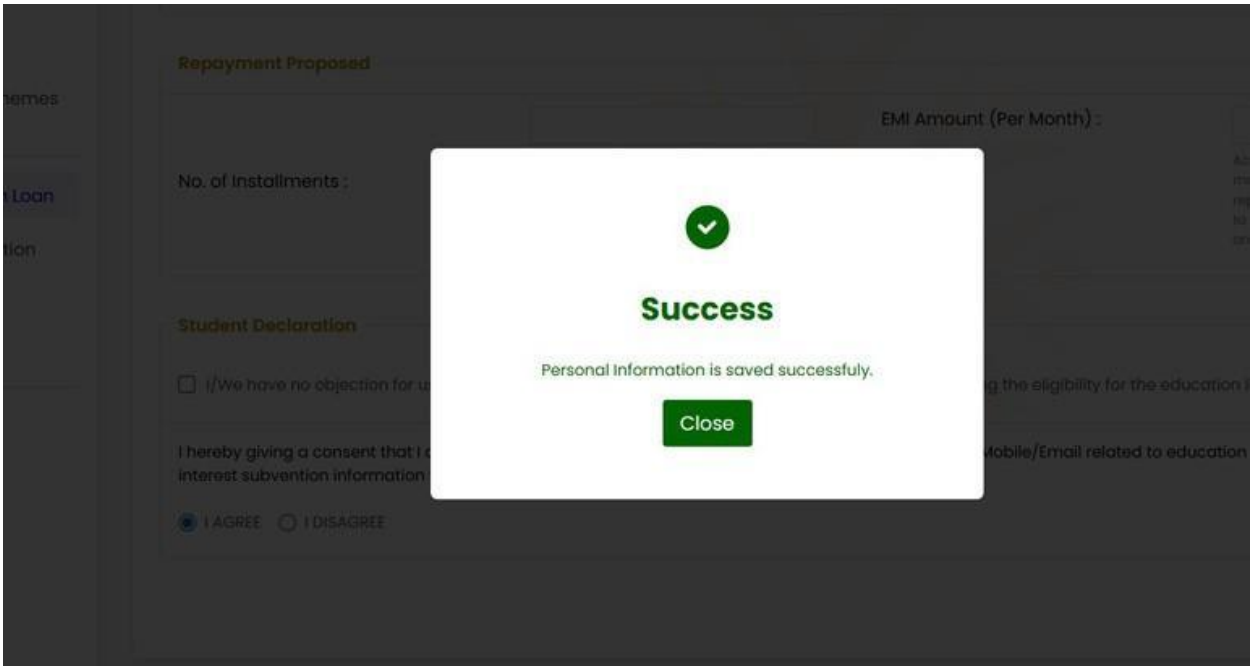
Enter Bank Details

Providing bank details helps receive funds directly into your account once the loan is sanctioned.



1. Enter Branch IFSC Code
2. Bank Name – Enter the full name (e.g., AXIS BANK).
3. Branch Name/Address – Fill in the branch address (auto-filled if IFSC is selected via lookup).
4. Account Type – Select Savings or Current Account.
5. SB/OD A/c No. – Enter your bank account number.
6. Relation to Bank Employee – Choose Yes or No based on whether you're related to any bank employee.





What should I do if the branch address doesn't appear automatically after entering the IFSC code?

If the branch address doesn't auto-fill after entering the IFSC code:

- Double-check the IFSC code for any typing errors.
- Use the "Search IFSC" or lookup tool provided on the portal, if available.
- If it still doesn't load, you can manually type the branch address based on your passbook, cheque, or bank's official website.

What is the difference between a savings and a current account? Which one should I choose?

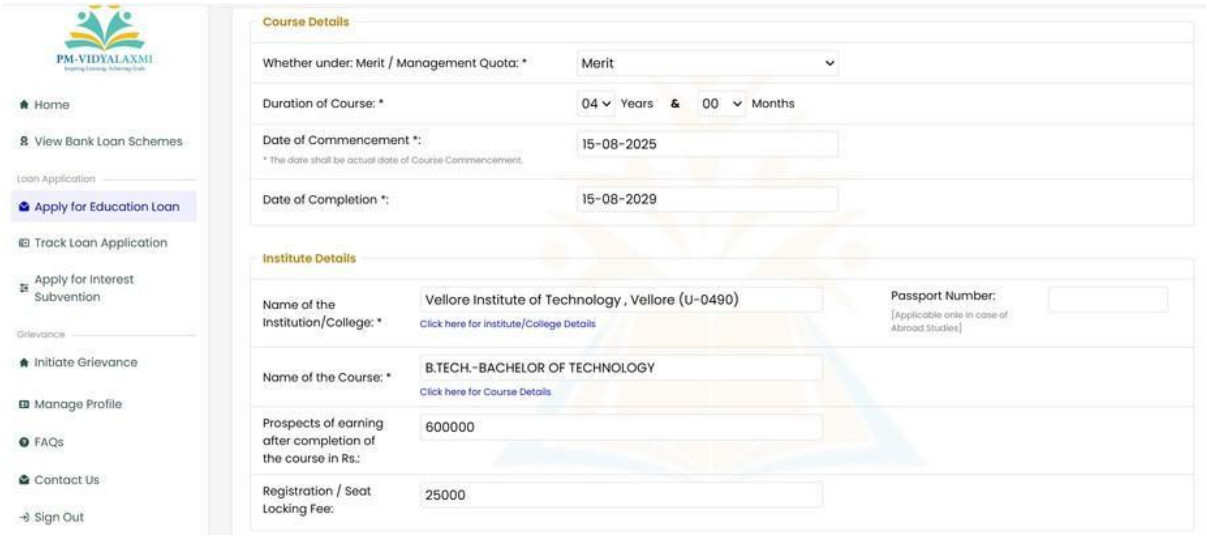
A savings account is meant for individuals to save money. It is the most common type for students and salaried individuals. A current account is generally used by businesses and has higher transaction limits but no interest and may have minimum balance requirements.

I don’t have a bank account, can I use my parent’s account?

No, it's strongly recommended to provide a bank account in your own name. The education loan is sanctioned in the student’s name, and banks typically disburse the loan amount to the student's account.

Provide Course and Institute Details

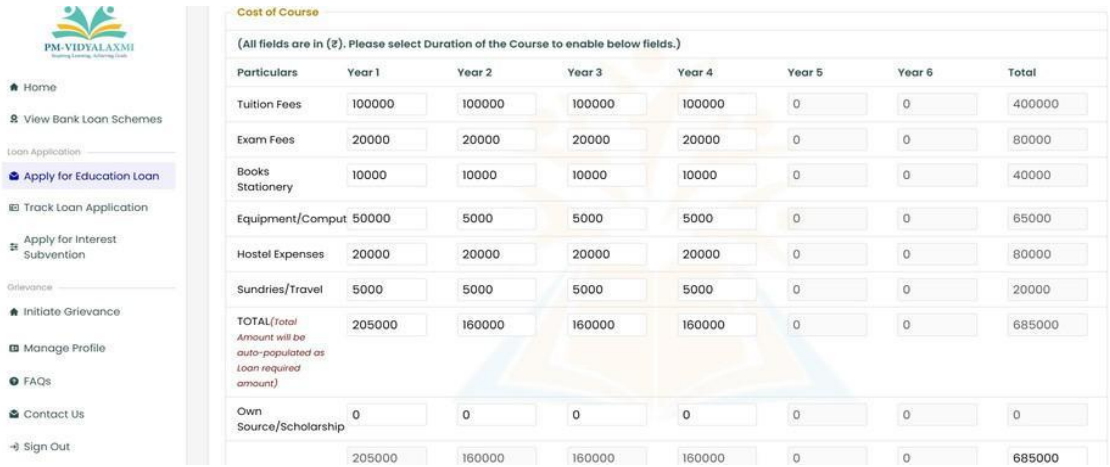
This step helps link your loan application to the correct educational institution. It connects your application to a recognized institution listed on the portal.



- The start date of your course should not be more than 2 years old.
- The end date should not be more than 10 years from now.
- Select the course duration in YY-MM format from the dropdown.
- Enter the full official name of the institution or college.
- Passport Number (if applicable): Leave this blank unless applying for studies abroad.
- Specify the exact name of the course/program you are enrolling in.
- Enter the registration or seat locking fee paid seat confirmation.

Enter Cost of Finance Details

This step explains the total estimated expenses for your education, helping banks understand your estimated financial budget.

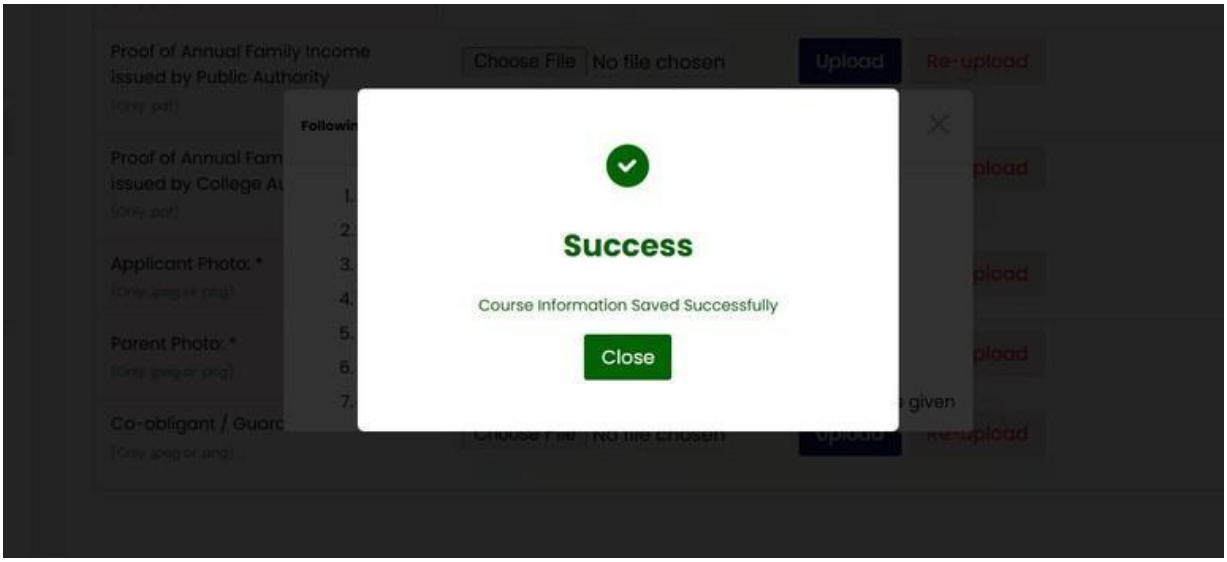


1. Select course duration to enable yearly fields.
2. Enter expenses for each year under these heads:
    a. Tuition Fees
    b. Exam Fees
    c. Books & Stationery
    d. Equipment/Computer
    e. Hostel Expenses
    f. Sundries/Travel

3. Check total values per year and overall.

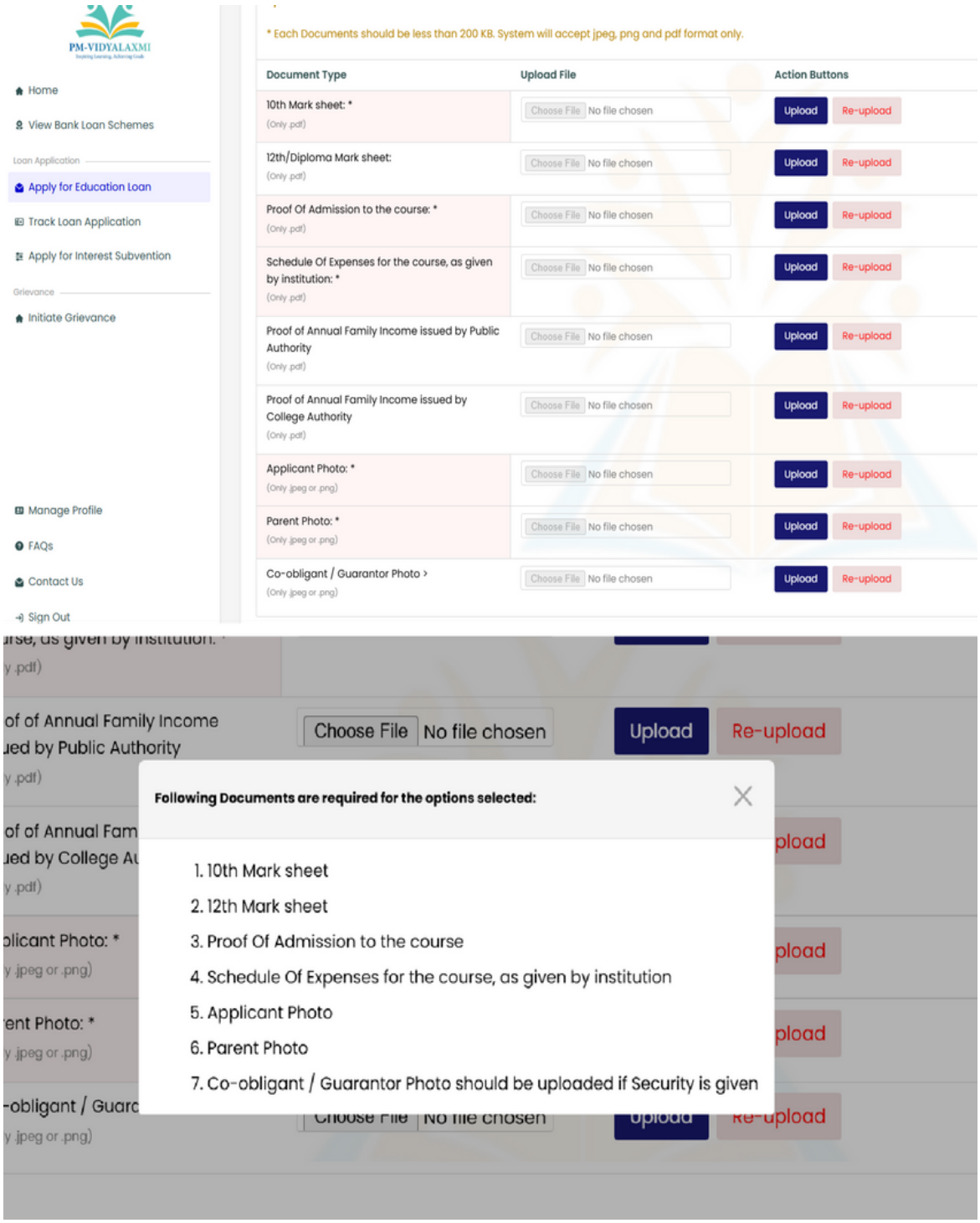
4. Enter any scholarship amount, if applicable.

5. Verify the final total, as it becomes your loan required amount.

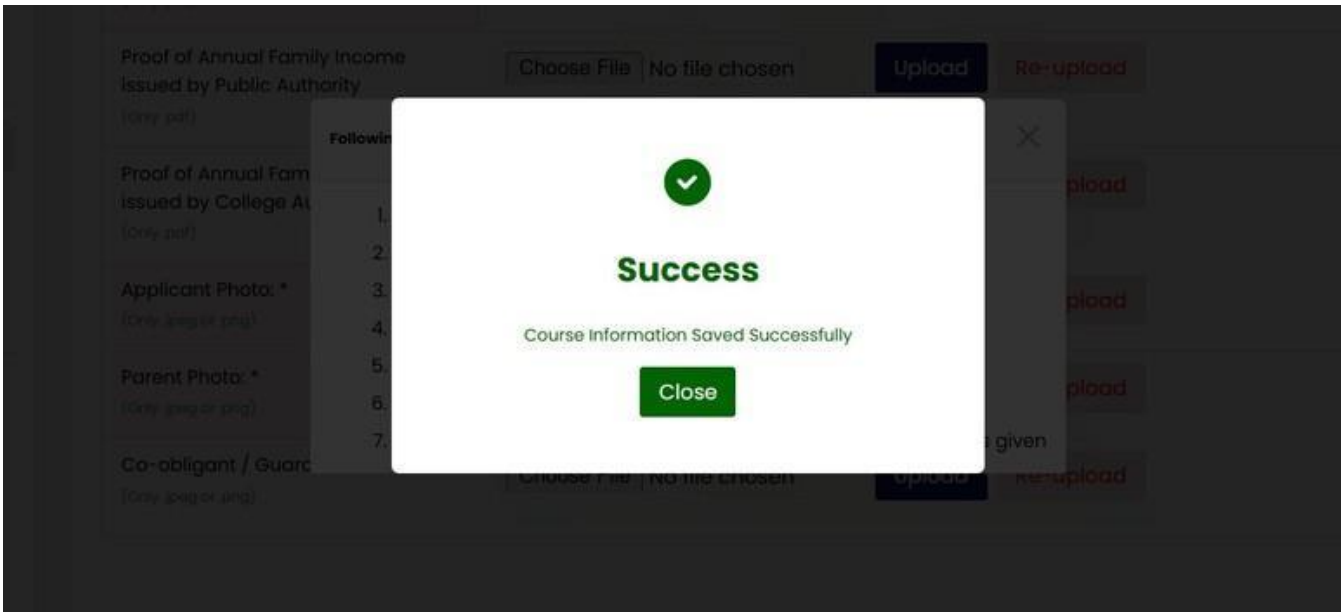


Submit Your Documents

Make sure all uploaded files are clear, complete, and as per the required formats, for bank evaluation.

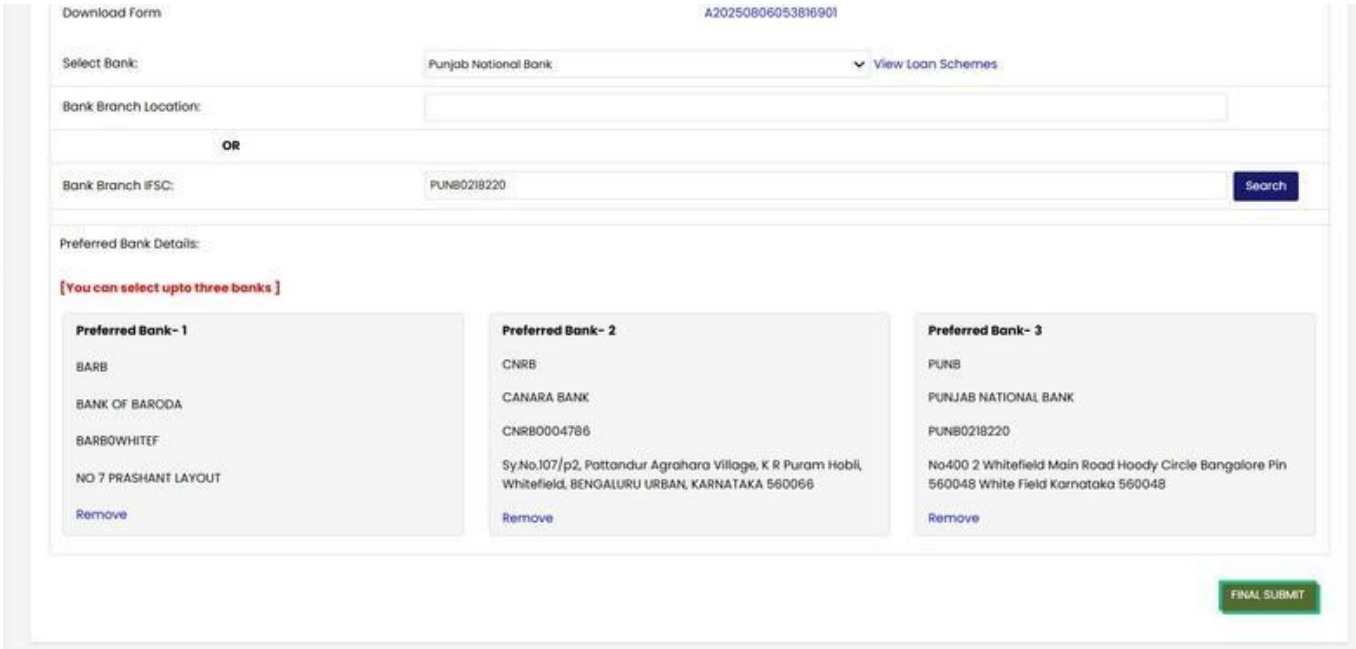

PM-VIDYALAXMI
Home
View Bank Loan Schemes
Loan Application
Apply for Education Loan
Track Loan Application
Apply for Interest Subvention
Grievance
Initiate Grievance
Manage Profile
FAQs
Contact Us
Sign Out
* Each Documents should be less than 200 KB. System will accept jpeg, png and pdf format only.
Document Type
Upload File
Action Buttons
10th Mark sheet: *
(Only .pdf)
12th/Diploma Mark sheet:
(Only .pdf)
Proof Of Admission to the course: *
(Only .pdf)
Schedule Of Expenses for the course, as given by institution: *
(Only .pdf)
Proof of Annual Family Income issued by Public Authority
(Only .pdf)
Proof of Annual Family Income issued by College Authority
(Only .pdf)
Applicant Photo: *
(Only .jpeg or .png)
Parent Photo: *
(Only .jpeg or .png)
Co-obligant / Guarantor Photo >
(Only .jpeg or .png)
Choose File
No file chosen
Upload
Re-upload
Following Documents are required for the options selected:
1. 10th Mark sheet
2. 12th Mark sheet
3. Proof Of Admission to the course
4. Schedule Of Expenses for the course, as given by institution
5. Applicant Photo
6. Parent Photo
7. Co-obligant / Guarantor Photo should be uploaded if Security is given

Click choose the file to add documents.
Click Upload to upload the selected file. Documents to be uploaded only in format jpeg, .png,pdf .
The total size of all the documents should be less than 200 KB.



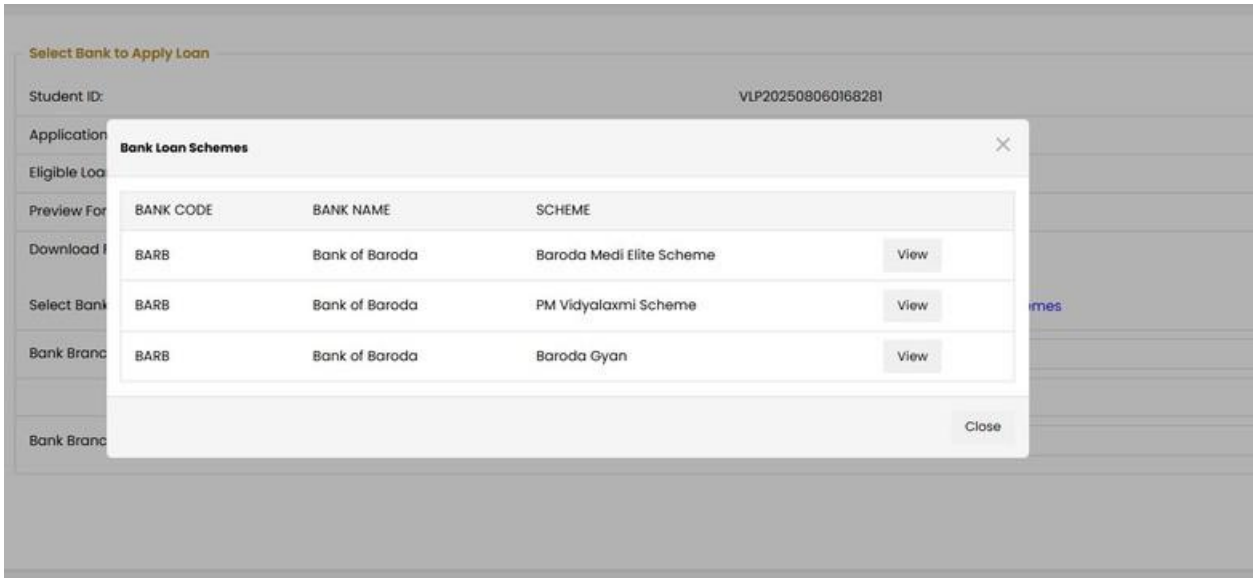
Select a Bank:

This step allows you to choose the banks you wish to send your loan application to.

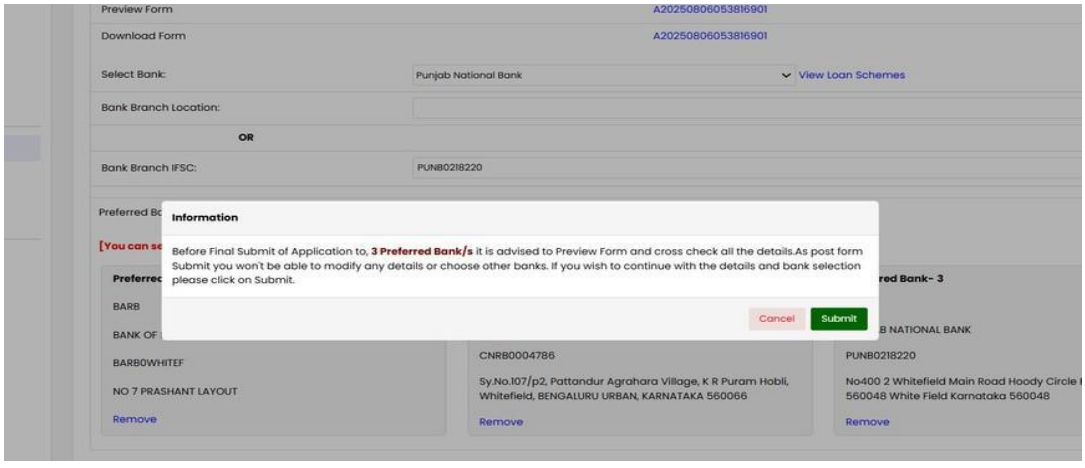


- Go to the “Select Bank” dropdown, choose a bank from the list enter either:
    a. Bank Branch Location,
    b. Bank Branch IFSC Code

- Click on the “Search” button this will retrieve the bank branch details.
    a. Review the branch information.Once confirmed, the bank will be added as a Preferred Bank.
    b. Add up to three banks.
    c. To remove a bank, click the “Remove” link under that preferred bank's details.
    d. You can also select bank schemes of your choice.



- After completing, click the green “FINAL SUBMIT” button to lock in your preferences.

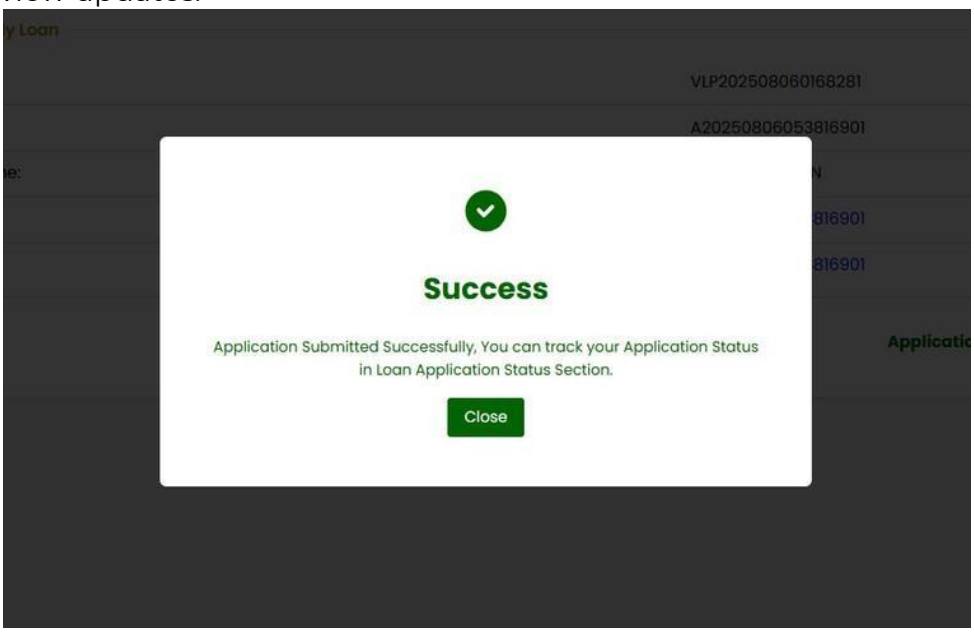


6. Final Submission of Loan Application:

Once submitted, you can track the status and updates directly through your dashboard.

- Click on the “FINAL SUBMIT” button.
- A “Success” message will appear on the screen with a green tick.

- To check your application status, use your Application ID or Student ID to view updates.



Can I make changes to my application after clicking "Final Submit"?

No, you cannot make any changes once you click the “Final Submit” button. After final submission, your application is sent to the selected bank(s) and is locked for editing.

How long does it take for the bank to respond after submission?

There is no fixed response time, but typically:

- Public sector banks may take 15–30 working days to review and respond.
- Private banks may respond a bit faster, depending on their internal processes.

Can I submit my application to more than one bank?

Yes, you can select and apply to up to three banks at the same time through the Vidya Lakshmi Portal. This increases your chances of approval and allows you to compare offers from different banks.

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