**FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)**

**Supporting Documents**

**Schemes:** Bursary, Study Loan, PC Loan, OSP Travel Award, OSP Loan

<table>
<thead>
<tr>
<th>DOCUMENTS REQUIRED</th>
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</thead>
<tbody>
<tr>
<td><strong>Applicant</strong></td>
</tr>
<tr>
<td>• Application Form</td>
</tr>
<tr>
<td>• FCFS Form</td>
</tr>
<tr>
<td>• Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student)</td>
</tr>
<tr>
<td><strong>Parents or Guardian</strong></td>
</tr>
<tr>
<td>• Income Document (1)</td>
</tr>
<tr>
<td>• Divorce / Separation / Death Certification (3)</td>
</tr>
<tr>
<td><strong>Siblings staying in the same household</strong> (regardless if they are/are not contributing financially to household)</td>
</tr>
<tr>
<td>• ID Document (1)</td>
</tr>
<tr>
<td>• Income Document (2)</td>
</tr>
<tr>
<td><strong>Other relatives staying in the same household (if any)</strong></td>
</tr>
<tr>
<td>• ID Document (1)</td>
</tr>
<tr>
<td>• Income Document (2)</td>
</tr>
<tr>
<td><strong>For married applicant</strong></td>
</tr>
<tr>
<td><strong>Spouse</strong></td>
</tr>
<tr>
<td>• ID Document (1)</td>
</tr>
<tr>
<td>• Income Document (2)</td>
</tr>
<tr>
<td><strong>Children (if any)</strong></td>
</tr>
<tr>
<td>• ID Document (1)</td>
</tr>
<tr>
<td>• Income Document (2)</td>
</tr>
<tr>
<td><strong>For loans application</strong></td>
</tr>
<tr>
<td><strong>Guarantor</strong></td>
</tr>
<tr>
<td>• ID Document (1) (Required for all OSP loan only)</td>
</tr>
<tr>
<td>• Income Document (2)</td>
</tr>
</tbody>
</table>

### Notes:

1. **ID Document**
   - NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport (Pls ensure copy is clear)
2. **Income Document**
   - **Employed**
     - Latest Payslip dated not more than 3 mths back @
     - OR Income Tax Notice of Assessment for yr of assessment 2017
     - OR Letter from employer indicating latest income
   - **Self-employed**
     - Income Tax Notice of Assessment for year of assessment 2017
     - (If tax doc not available: Provide Both Self-declaration form* + CPF Transaction/Contribution History showing past 6 months transactions*)
   - **Unemployed / Housewife / Retiree / Unemployed part-time student**
     - Both Self-declaration form* + CPF Transaction/Contribution History showing past 6 months transactions*
     - OR Retirement letter
     - (For Grandparents aged 65 and above, submit only the Self Declaration Form. CPF doc is not required.)
   - **Full Time Tertiary Student aged 25 & above**
     - Document showing full-time status (e.g. Admission offer letter OR Certification Letter from school)
   - **Full Time Tertiary Student aged 24 & below**
     - Student card OR Admission offer letter
   - **Pending enlistment / Enrolling into tertiary institution (aged 21 & below)**
     - Self-declaration form* OR Enlistment letter OR Admission offer letter
   - **Student aged 18 & below**
     - No income doc required. Only ID doc is required.
   - **NS (Full Time)**
     - 11B OR Enlistment letter

**Note:**
- @ Pay slip or Employer letter must NOT be dated more than 3 mths back (e.g. if submitting docs in Jan 2018, document to be dated EITHER Nov 2017 OR Dec 2017 OR Jan 2018.
- (If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 consecutive months.)
- * CPF Transaction/Contribution History is only applicable to Singaporeans and Singapore Permanent Residents. The latest transaction must NOT be more than 2 months old (e.g. if submitting application in Jan 2018, statement to capture transactions from EITHER Jun 2017 to Nov 2017 OR Aug 2017 to Jan 2018).
- ^ Use the Self Declaration Form enclosed.

3. **If parents are either divorced, separated or deceased**
   - Divorce or Separation document
   - Copy of Income document is required if staying in the same household.
   - Income document is not required if he/she is not staying in the same household
   - Death certificate

4. **For married applicant**
   - No income document is required if the parents are not staying with applicant.
   - No income document is required if spouse is divorced/separated and he/she is not staying with applicant.

Jan 2018