## 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>
<th>Loans (e.g. Study Loan, PC Loan, OSP Loan)</th>
<th>Non-Loan Only (e.g. Bursary, Travel Awards)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant</strong></td>
<td>• Application Form</td>
<td>• Application Form</td>
</tr>
<tr>
<td></td>
<td>• FCFS Form</td>
<td>• FCFS Form</td>
</tr>
<tr>
<td></td>
<td>• Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student) <em>(must be clear copy)</em></td>
<td></td>
</tr>
<tr>
<td><strong>Parents or Guardian</strong></td>
<td>• Income Document¹ ² ³ ⁴</td>
<td>• Income Document¹ ² ³ ⁴</td>
</tr>
<tr>
<td></td>
<td>• Divorce / Separation / Death Certification¹ ² ³ ⁴</td>
<td>• Divorce / Separation / Death Certification¹ ² ³ ⁴</td>
</tr>
<tr>
<td><strong>Siblings staying in the same household</strong> (regardless if they are not contributing financially to household)</td>
<td>• ID Document¹ <em>(may cover or blank-off the NRIC number)</em></td>
<td>• ID Document¹ <em>(may cover or blank-off the NRIC number)</em></td>
</tr>
<tr>
<td></td>
<td>• Income Document²</td>
<td>• Income Document²</td>
</tr>
<tr>
<td><strong>Other relatives staying in the same household (if any)</strong></td>
<td>• ID Document¹ <em>(may cover or blank-off the NRIC number)</em></td>
<td>• ID Document¹ <em>(may cover or blank-off the NRIC number)</em></td>
</tr>
<tr>
<td><strong>For married applicant</strong></td>
<td>• ID Document¹ <em>(may cover or blank-off the NRIC number)</em></td>
<td>• ID Document¹ <em>(may cover or blank-off the NRIC number)</em></td>
</tr>
<tr>
<td><strong>Spouse</strong></td>
<td>• Income Document²</td>
<td>• Income Document²</td>
</tr>
<tr>
<td><strong>Children (if any)</strong></td>
<td>• ID Document¹ <em>(may cover or blank-off the NRIC number)</em></td>
<td>• ID Document¹ <em>(may cover or blank-off the NRIC number)</em></td>
</tr>
<tr>
<td><strong>For loans application</strong></td>
<td>• ID Document¹ <em>(must be clear copy)</em></td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Guarantor</strong></td>
<td>• Income Document²</td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

1. **ID Document**
   - NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport
     *(Please ensure copy is clear)*

2. **Income Document**
   - Employed
     - Latest Payslip dated not more than 3 mths back @
     - OR Income Tax Notice of Assessment for year of assessment 2018
     - OR Letter from employer indicating latest income
   - Self-employed
     - Income Tax Notice of Assessment for year of assessment 2018
     - *(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
   - Student aged 18 & below
     - Self-declaration form* OR Enlistment letter OR Admission offer letter
     - 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 2019, document to be dated EITHER Nov 2018 OR Dec 2018 OR Jan 2019).*
- *(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.

* Use the Self Declaration Form enclosed.

3. **For 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.

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Jan 2019
SELF DECLARATION FORM

I, ___________________________________________________ (family member's/relative's name),
Identity Card/Passport No. __________________________ declare that I am:

r  self-employed as a _______________________________(occupation)
r  unemployed
r  housewife
r  retiree

I am:
   r  drawing a gross monthly income of S$ _________
   r  not drawing any income

I am the father/mother/spouse/sibling/relative* of student ________________________________
   (NTU student's name)

_________________________________________       __________________________
Signature of family member/relative          Date

*delete accordingly

This form is for use by family members/relatives who are either self-employed, unemployed, housewife or retirees. (This form is not applicable for employed family members/relatives.)

  o  For a family member/relative who is a Singaporean or SPR, in addition to this Self Declaration
     Form, please also provide the latest copy of CPF Transaction History^ showing past 6 months
     transactions.

     ^CPF Transaction History: The latest Transaction must not be more than 2 months old
     (e.g. if submitting application in Jan 2019, statement to capture transactions from EITHER Jun2018 to Nov2018 OR Aug2018 to Jan2019).

  o  One self-declaration form per family member/relative. Please make more copies if needed.

Jan2019