## FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

### Supporting Documents

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

<table>
<thead>
<tr>
<th>DOCUMENTS REQUIRED</th>
<th>Loans (e.g. Study Loan, OSP Loan, Student 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)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy of Passport (for International student)</td>
<td></td>
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<tr>
<td></td>
<td>(must be clear copy)</td>
<td></td>
</tr>
<tr>
<td><strong>Parents or Guardian</strong></td>
<td>• Income Document^1, 2, 4</td>
<td>• Income Document^1, 2, 4</td>
</tr>
<tr>
<td></td>
<td>• Divorce / Separation / Death Certification^3</td>
<td>• Divorce / Separation / Death Certification^3</td>
</tr>
<tr>
<td><strong>Siblings staying in the same household</strong></td>
<td>• ID Document^1 (may cover or blank-off the NRIC number)</td>
<td>• ID Document^1 (may cover or blank-off the NRIC number)</td>
</tr>
<tr>
<td>(regardless if they are/are not contributing financially to household)</td>
<td>• Income Document^2</td>
<td>• Income Document^2</td>
</tr>
<tr>
<td><strong>Other relatives staying in the same household (if any)</strong></td>
<td>• ID Document^1 (may cover or blank-off the NRIC number)</td>
<td>• ID Document^1 (may cover or blank-off the NRIC number)</td>
</tr>
<tr>
<td></td>
<td>• Income Document^2</td>
<td>• Income Document^2</td>
</tr>
</tbody>
</table>

### For married applicant

| **Spouse** | • Income Document^2 |
| **Children (if any)** | • Income Document^2 |

### For loans application

| **Guarantor** | • Income Document^2 |

**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 2019
     - OR
     - Letter from employer indicating latest income
   - • Self-employed
     - Income Tax Notice of Assessment for year of assessment 2019
     - (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 2020, document to be dated EITHER Nov 2019 OR Dec 2019 OR Jan 2020. (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. **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

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Jan 2020