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

**Supporting Documents**

**Scheme:** Bursary, Study Loan, Tuition Fee Loan

<table>
<thead>
<tr>
<th>DOCUMENTS REQUIRED</th>
<th>Loans (e.g. Tuition Fee Loan, Study Loan)</th>
<th>Non-Loan Only (e.g. Bursary)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant</strong></td>
<td>• Application Form</td>
<td>• Application Form</td>
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<td></td>
<td>• FCFS Form</td>
<td>• FCFS Form</td>
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<td></td>
<td>• Copy of NRIC (for Singaporean student)</td>
<td>• Income Document&lt;sup&gt;2, 4&lt;/sup&gt;</td>
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<td></td>
<td>(must be clear copy)</td>
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<tr>
<td></td>
<td>• Income Document&lt;sup&gt;3, 4&lt;/sup&gt;</td>
<td></td>
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<tr>
<td><strong>Parents or Guardian</strong></td>
<td>• Income Document&lt;sup&gt;2&lt;/sup&gt;</td>
<td>• Income Document&lt;sup&gt;2, 4&lt;/sup&gt;</td>
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<td></td>
<td>• Divorce / Separation / Death Certification&lt;sup&gt;3&lt;/sup&gt;</td>
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<tr>
<td><strong>Siblings staying in the same household</strong> (regardless if they are/are not contributing financially to household)</td>
<td>• ID Document&lt;sup&gt;1&lt;/sup&gt; (may cover or blank-off the NRIC number)</td>
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<tr>
<td></td>
<td>• Income Document&lt;sup&gt;3&lt;/sup&gt;</td>
<td>• Income Document&lt;sup&gt;2&lt;/sup&gt;</td>
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<tr>
<td><strong>For married applicant</strong></td>
<td>• ID Document&lt;sup&gt;1&lt;/sup&gt; (may cover or blank-off the NRIC number)</td>
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<tr>
<td>Spouse</td>
<td>• Income Document&lt;sup&gt;3&lt;/sup&gt;</td>
<td>• Income Document&lt;sup&gt;2&lt;/sup&gt;</td>
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<tr>
<td>Children (if any)</td>
<td>• ID Document&lt;sup&gt;3&lt;/sup&gt;</td>
<td></td>
</tr>
<tr>
<td><strong>For loans application</strong></td>
<td>• ID Document&lt;sup&gt;1&lt;/sup&gt; (must be clear copy)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Guarantor</td>
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</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 2019
     - OR Letter from employer indicating latest income
   - **Self-employed**
     - Income Tax Notice of Assessment for yr 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**
     - Both Self-declaration form* + CPF Transaction/Contribution History showing past 6 months transactions*
     - OR Retirement letter
   - **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 Jun 2019, document to be dated EITHER Apr 2019 OR May 2019 OR Jun 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 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.

Jan2019
SELF DECLARATION FORM

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

- self-employed as a ________________________________________ (occupation)
- unemployed
- housewife
- retiree

I am:
- drawing a gross monthly income of S$ _________
- 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.)

- 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\(^\text{^}\) showing past 6 months transactions.
  \(^\text{\textsuperscript{^}}\)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).

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