## Supporting Documents

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

<table>
<thead>
<tr>
<th>DOCUMENTS REQUIRED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<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><strong>Applicant</strong></td>
</tr>
<tr>
<td>• Application Form</td>
<td>• Application Form</td>
</tr>
<tr>
<td>• FCFS Form</td>
<td>• FCFS Form</td>
</tr>
<tr>
<td>• Copy of NRIC (for Singaporean student)</td>
<td>• Copy of NRIC (for Singaporean student)</td>
</tr>
<tr>
<td>(must be clear copy)</td>
<td>(must be clear copy)</td>
</tr>
<tr>
<td>• Income Document</td>
<td>• Income Document</td>
</tr>
<tr>
<td>2, 4</td>
<td>2, 4</td>
</tr>
<tr>
<td><strong>Parents or Guardian</strong></td>
<td><strong>Parents or Guardian</strong></td>
</tr>
<tr>
<td>• Income Document</td>
<td>• Income Document</td>
</tr>
<tr>
<td>1</td>
<td>2, 4</td>
</tr>
<tr>
<td>• Divorce / Separation / Death Certification</td>
<td>• Divorce / Separation / Death Certification</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td><strong>Siblings staying in the same household</strong></td>
<td><strong>Siblings staying in the same household</strong></td>
</tr>
<tr>
<td>(regardless if they are/are not contributing financially to household)</td>
<td>(regardless if they are/are not contributing financially to household)</td>
</tr>
<tr>
<td>• ID Document</td>
<td>• ID Document</td>
</tr>
<tr>
<td>(may cover or blank-off the NRIC number)</td>
<td>(may cover or blank-off the NRIC number)</td>
</tr>
<tr>
<td>• Income Document</td>
<td>• Income Document</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Other relatives staying in the same household (if any)</strong></td>
<td><strong>Other relatives staying in the same household (if any)</strong></td>
</tr>
<tr>
<td>• ID Document</td>
<td>• ID Document</td>
</tr>
<tr>
<td>(may cover or blank-off the NRIC number)</td>
<td>(may cover or blank-off the NRIC number)</td>
</tr>
<tr>
<td>• Income Document</td>
<td>• Income Document</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>For married applicant</strong></td>
<td><strong>For married applicant</strong></td>
</tr>
<tr>
<td><strong>Spouse</strong></td>
<td><strong>Spouse</strong></td>
</tr>
<tr>
<td>• ID Document</td>
<td>• ID Document</td>
</tr>
<tr>
<td>(may cover or blank-off the NRIC number)</td>
<td>(may cover or blank-off the NRIC number)</td>
</tr>
<tr>
<td>• Income Document</td>
<td>• Income Document</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Children (if any)</strong></td>
<td><strong>Children (if any)</strong></td>
</tr>
<tr>
<td>• ID Document</td>
<td>• ID Document</td>
</tr>
<tr>
<td>(must be clear copy)</td>
<td>(must be clear copy)</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>Not Applicable</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 2019 OR Letter from employer indicating latest income
     - 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*)
   - Self-employed
     - Income Tax Notice of Assessment for yr of assessment 2019
   - Unemployed / Housewife / Retiree / Unemployed part-time student
     - 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.

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Jan2019