## 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>
</table>
| Applicant          | • Application Form  
• FCFS Form  
• Copy of NRIC (for Singaporean student) (must be clear copy)  
• Income Document* | • Application Form  
• FCFS Form  
• Income Document2,4 |
| Parents or Guardian| • Income Document*  
• Divorce / Separation / Death Certification3 | • Income Document2,4  
• Divorce / Separation / Death Certification3 |
| Siblings staying in the same household | • ID Document* (may cover or blank-off the NRIC number)  
• Income Document2 | • ID Document* (may cover or blank-off the NRIC number)  
• Income Document2 |
| Other relatives staying in the same household (if any) | | |
| For married applicant | • ID Document* (may cover or blank-off the NRIC number)  
• Income Document2 | • ID Document* (may cover or blank-off the NRIC number)  
• Income Document2 |
| Spouse | | |
| Children (if any) | | |
| For loans application Guarantor | • ID Document* (must be clear copy) | Not Applicable |

### 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 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 History showing past 6 months transactions*)
   - Unemployed / Housewife / Retiree / Unemployed part-time student
     - Both Self-declaration form* + CPF Transaction 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 Jun 2020, document to be dated EITHER Apr 2020 OR May 2020 OR Jun 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 History is only applicable to Singaporeans and Singapore Permanent Residents.
- Use the Self Declaration Form enclosed.
- All documents submitted must be dated not more than 3 months back

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.