## Supporting Documents

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

<table>
<thead>
<tr>
<th></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) OR Copy of Passport (for International student) (must be clear copy)</td>
<td></td>
</tr>
<tr>
<td><strong>Parents or Guardian</strong></td>
<td>• Income Document(^2)(^4)</td>
<td>• Income Document(^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 (regardless if they are are not contributing financially to 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></td>
<td>• Income Document(^1)</td>
<td>• Income Document(^1)</td>
</tr>
<tr>
<td><strong>Other relatives staying in the same household (if any)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>For married applicant</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><strong>Spouse</strong></td>
<td>• Income Document(^1)</td>
<td>• Income Document(^1)</td>
</tr>
<tr>
<td><strong>Children (if any)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>For loans application</strong></td>
<td>• Income Document(^1) (must be clear copy)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Guarantor</strong></td>
<td></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 2020 OR Letter from employer indicating latest income
   - Self-employed
     - Income Tax Notice of Assessment for year of assessment 2020 (If tax doc not available: Provide both Self-declaration form\(^^*\) OR CPF Transaction History showing past 6 months transactions\(*\))
   - Unemployed / Housewife / Retiree / Unemployed part-time student
     - Both Self-declaration form\(^^*\) OR CPF Transaction 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 Jan 2021, document to be dated EITHER Nov 2020 OR Dec 2020 OR Jan 2021)
- (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.
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^ 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 2021, statement to capture transactions from EITHER Jun 2020 to Dec 2020 OR Aug 2020 to Jan 2021).

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