

FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

Supporting Documents

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

	DOCUMENTS REQUIRED	
	Loans (e.g. Study Loan, OSP Loan, Student Loan)	Non-Loan Only (e.g. Bursary, Travel Awards)
Applicant	<ul style="list-style-type: none"> • Application Form • FCFS Form • Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student) <i>(must be clear copy)</i> 	<ul style="list-style-type: none"> • Application Form • FCFS Form
Parents or Guardian	<ul style="list-style-type: none"> • Income Document^{2,4} • Divorce / Separation / Death Certification³ 	<ul style="list-style-type: none"> • Income Document^{2,4} • Divorce / Separation / Death Certification³
Siblings staying in the same household (regardless if they are/are not contributing financially to household)	<ul style="list-style-type: none"> • ID Document¹ <i>(may cover or blank-off the NRIC number)</i> • Income Document² 	<ul style="list-style-type: none"> • ID Document¹ <i>(may cover or blank-off the NRIC number)</i> • Income Document²
Other relatives staying in the same household (if any)		
For married applicant Spouse Children (if any)	<ul style="list-style-type: none"> • ID Document¹ <i>(may cover or blank-off the NRIC number)</i> • Income Document² 	<ul style="list-style-type: none"> • ID Document¹ <i>(may cover or blank-off the NRIC number)</i> • Income Document²
For loans application Guarantor	<ul style="list-style-type: none"> • ID Document¹ <i>(must be clear copy)</i> • Income Document² 	Not Applicable

Notes:	COPY OF
1. ID Document	<ul style="list-style-type: none"> • NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport (Please ensure copy is clear)
2. Income Document	<p>Employed</p> <p>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</p> <p>Self-employed</p> <p>Income Tax Notice of Assessment for year of assessment 2020</p> <p>(If tax doc not available: Provide both Self-declaration form[^] + CPF Transaction History showing past 6 months transactions*)</p> <p>Unemployed / Housewife / Retiree / Unemployed part-time student</p> <p>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.)</p> <p>Full Time Tertiary Student aged 25 & above</p> <p>Document showing full-time status (e.g. Admission offer letter OR Certification Letter from school)</p> <p>Full Time Tertiary Student aged 24 & below</p> <p>Student card OR Admission offer letter</p> <p>Pending enlistment / Enrolling into tertiary institution (aged 21 & below)</p> <p>Self-declaration form[^] OR Enlistment letter OR Admission offer letter</p> <p>Student aged 18 & below</p> <p>No income doc required. Only ID doc is required.</p> <p>NS (Full Time)</p> <p>11B OR Enlistment letter</p> <p>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)</p> <p>(If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 consecutive months.)</p> <p>* CPF Transaction History is only applicable to Singaporeans and Singapore Permanent Residents.</p> <p>[^] Use the Self Declaration Form enclosed.</p> <p>All documents submitted must be dated not more than 3 months back</p>
3. If parents are either divorced, separated or deceased	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.