### 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></td>
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<tr>
<td>• Application Form</td>
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<td>• Application Form</td>
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<tr>
<td>• FCFS Form</td>
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<tr>
<td>• Copy of NRIC (for Singaporean student) (must be clear copy)</td>
<td></td>
<td>• Income Document&lt;sup&gt;2, 4&lt;/sup&gt;</td>
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<tr>
<td>• Income Document&lt;sup&gt;1&lt;/sup&gt;</td>
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<tr>
<td><strong>Parents or Guardian</strong></td>
<td></td>
<td>• Income Document&lt;sup&gt;2, 4&lt;/sup&gt;</td>
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<tr>
<td>• Income Document&lt;sup&gt;1&lt;/sup&gt;</td>
<td></td>
<td>• Divorce / Separation / Death Certification&lt;sup&gt;3&lt;/sup&gt;</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&lt;sup&gt;7&lt;/sup&gt; (may cover or blank-off the NRIC number)</td>
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<tr>
<td>• Income Document&lt;sup&gt;7&lt;/sup&gt;</td>
<td></td>
<td>• Income Document&lt;sup&gt;2&lt;/sup&gt;</td>
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<tr>
<td><strong>Other relatives staying in the same household (if any)</strong></td>
<td></td>
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<tr>
<td><strong>For married applicant</strong></td>
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<tr>
<td>• ID Document&lt;sup&gt;7&lt;/sup&gt; (may cover or blank-off the NRIC number)</td>
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<tr>
<td>• Income Document&lt;sup&gt;2&lt;/sup&gt;</td>
<td></td>
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<tr>
<td><strong>For loans application Guarantor</strong></td>
<td>• ID Document&lt;sup&gt;7&lt;/sup&gt; (must be clear copy)</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 2021
     - OR Letter from employer indicating latest income
   - Self-employed
     - Income Tax Notice of Assessment for yr of assessment 2021
     - (If tax doc not available: Provide both Self-declaration form<sup>h</sup> + CPF Transaction History showing past 6 months transactions*)
   - Unemployed / Housewife / Retiree / Unemployed part-time student
     - Both Self-declaration form<sup>h</sup> + 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<sup>h</sup> 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 2021, document to be dated EITHER Apr 2021 OR May 2021 OR Jun 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.
- <sup>h</sup> 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.

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* Jun2021
SELF DECLARATION FORM

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

r self-employed as a _______________________________________ (occupation)
r unemployed
r housewife
r retiree

I am:  r drawing a gross monthly income of S$ __________
       r 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.)

o 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 Jun 2021, statement to capture transactions from EITHER Dec 2020 to May 2021 OR Jan 2021 to Jun 2021).

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

Jun 2021