

## 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)
<b>Applicant</b>	<ul style="list-style-type: none"> <li>Application Form</li> <li>FCFS Form</li> <li>Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student) <i>(must be clear copy)</i></li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>FCFS Form</li> </ul>
<b>Parents or Guardian</b>	<ul style="list-style-type: none"> <li>Income Document<sup>2,4</sup></li> <li>Divorce / Separation / Death Certification<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>Income Document<sup>2,4</sup></li> <li>Divorce / Separation / Death Certification<sup>3</sup></li> </ul>
<b>Siblings staying in the same household</b> (regardless if they are/are not contributing financially to household)	<ul style="list-style-type: none"> <li>ID Document<sup>1</sup> <i>(may cover or blank-off the NRIC number)</i></li> <li>Income Document<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>ID Document<sup>1</sup> <i>(may cover or blank-off the NRIC number)</i></li> <li>Income Document<sup>2</sup></li> </ul>
<b>Other relatives staying in the same household</b> <i>(if any)</i>		
<b>For married applicant</b> <b>Spouse</b> <b>Children</b> <i>(if any)</i>	<ul style="list-style-type: none"> <li>ID Document<sup>1</sup> <i>(may cover or blank-off the NRIC number)</i></li> <li>Income Document<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>ID Document<sup>1</sup> <i>(may cover or blank-off the NRIC number)</i></li> <li>Income Document<sup>2</sup></li> </ul>
<b>For loans application</b> <b>Guarantor</b>	<ul style="list-style-type: none"> <li>ID Document<sup>1</sup> <i>(must be clear copy)</i></li> <li>Income Document<sup>2</sup></li> </ul>	Not Applicable

Notes:	COPY OF	
<b>1. ID Document</b>	<ul style="list-style-type: none"> <li>NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport <i>(Please ensure copy is clear)</i></li> </ul>	
<b>2. Income Document</b>	<p>Employed</p> <p>Latest Payslip dated <b>not more than 3 mths back</b> @ OR Income Tax Notice of Assessment for <b>year of assessment 2022</b> OR Letter from employer indicating latest income</p> <p>Self-employed</p> <p>Income Tax Notice of Assessment for <b>year of assessment 2022</b></p> <p><i>(If tax doc not available: Provide <b>both</b> Self-declaration form<sup>^</sup> + CPF Transaction History showing past 6 months transactions*)</i></p> <p>Unemployed / Housewife / Retiree / Unemployed part-time student</p> <p><b>Both</b> Self-declaration form<sup>^</sup> + CPF Transaction History showing <b>past 6 months transactions*</b> OR Retirement letter <i>( For Grandparents aged 65 and above, submit only the Self Declaration Form. CPF doc is not required. )</i></p> <p>Full Time Tertiary Student aged 25 &amp; 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 &amp; below</p> <p>Student card OR Admission offer letter</p> <p>Pending enlistment / Enrolling into tertiary institution (aged 21 &amp; below)</p> <p>Self-declaration form<sup>^</sup> OR Enlistment letter OR Admission offer letter</p> <p>Student aged 18 &amp; 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 <b>NOT</b> be dated more than 3 mths back (e.g. if submitting docs in <b>Jun 2022</b>, document to be dated <b>EITHER Apr 2022 OR May 2022 OR Jun 2022</b>)</p> <p><i>(If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 consecutive months.)</i></p> <p>* CPF Transaction History is only applicable to Singaporeans and Singapore Permanent Residents.</p> <p><sup>^</sup> Use the Self Declaration Form enclosed.</p> <p>All documents submitted must be dated not more than 3 months back</p>	
<b>3. If parents are either divorced, separated or deceased</b>	<ul style="list-style-type: none"> <li>Divorce or Separation document</li> <li>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</li> <li>Death certificate</li> </ul>	
<b>4. For married applicant</b>	<ul style="list-style-type: none"> <li>No income document is required if the parents are not staying with applicant</li> <li>No income document is required if spouse is divorced/separated and he/she is not staying with applicant.</li> </ul>	

# 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

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**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 Jun 2022, statement to capture transactions from EITHER Dec 2021 to May 2022 OR Jan 2022 to Jun 2022).**
- One self-declaration form per family member/relative. Please make more copies if needed.