# FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

## Supporting Documents

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

<table>
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<tr>
<th>Schemes</th>
<th>Loans (e.g. Study Loan, OSP Loan, Student Loan)</th>
<th>Non-Loan Only (e.g. Bursary, Travel Awards)</th>
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</table>
| **Applicant** | • Application Form  
• FCFS Form  
• Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student) (must be clear copy) | • Application Form  
• FCFS Form |
| **Parents or Guardian** | • Income Document  
• Divorce / Separation / Death Certification  
| **Siblings staying in the same household** | • ID Document (may cover or blank-off the NRIC number)  
• Income Document  
| **Other relatives staying in the same household** (if any) | • ID Document (may cover or blank-off the NRIC number)  
• Income Document  
| **For married applicant** | • ID Document (may cover or blank-off the NRIC number)  
• Income Document  
| **Guarantor** | • ID Document (must be clear copy)  
• Income Document  
| **For loans application** | Not Applicable |

### Notes:

1. **ID Document**
   - NRIC (front and back)  
   - Birth Certificate  
   - 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 2022  
   - OR Letter from employer indicating latest income

   - Self-employed  
   - Income Tax Notice of Assessment for year of assessment 2022  
   - (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 Jan 2023, document to be dated EITHER Nov 2022 OR Dec 2022 OR Jan 2023)

(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.

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Jan2023
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 2023, statement to capture transactions from EITHER Jun 2022 to Dec 2022 OR Aug 2022 to Jan 2023).

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