## 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>• Application Form • FCFS Form • Copy of NRIC (for Singaporean student) <em>(must be clear copy)</em> • Income Document&lt;sup&gt;1, 4&lt;/sup&gt;</td>
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<tr>
<td><strong>Parents or Guardian</strong></td>
<td>• Income Document&lt;sup&gt;1, 4&lt;/sup&gt; • Divorce / Separation / Death Certification&lt;sup&gt;2&lt;/sup&gt;</td>
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<tr>
<td><strong>Siblings staying in the same household</strong> (regardless if they are/are not contributing financially to household)</td>
<td>• ID Document&lt;sup&gt;1&lt;/sup&gt; (may cover or blank-off the NRIC number) • Income Document&lt;sup&gt;2&lt;/sup&gt;</td>
<td>• ID Document&lt;sup&gt;1&lt;/sup&gt; (may cover or blank-off the NRIC number) • 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>• ID Document&lt;sup&gt;1&lt;/sup&gt; (may cover or blank-off the NRIC number) • Income Document&lt;sup&gt;2&lt;/sup&gt;</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>For married applicant</strong></td>
<td>• ID Document&lt;sup&gt;1&lt;/sup&gt; (may cover or blank-off the NRIC number) • Income Document&lt;sup&gt;2&lt;/sup&gt;</td>
<td>• ID Document&lt;sup&gt;1&lt;/sup&gt; (may cover or blank-off the NRIC number) • Income Document&lt;sup&gt;2&lt;/sup&gt;</td>
</tr>
<tr>
<td><strong>Spouse</strong></td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Children (if any)</strong></td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Guarantor</strong></td>
<td>Not Applicable</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

### Notes:

1. **ID Document**
   - NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport (Pis ensure copy is clear)

2. **Income Document**
   - Employed
     - Latest Payslip dated *not more than 3 months back* OR Income Tax Notice of Assessment for year of assessment 2023 OR Letter from employer indicating latest income
   - Self-employed
     - Income Tax Notice of Assessment for year of assessment 2023 (If tax document not available: Provide both Self-declaration form<sup>5</sup> + CPF Transaction History showing past 6 months transactions<sup>6</sup>)
   - Unemployed / Housewife / Retiree / Unemployed part-time student
     - Both Self-declaration form<sup>5</sup> + 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 Admissions offer letter
   - Pending enlistment / Enrolling into tertiary institution (aged 21 & below)
     - Self-declaration form<sup>5</sup> OR Enlistment letter OR Admission offer letter
   - Student aged 18 & below
     - No income document required. Only ID document is required.
   - NS (Full Time)
     - 11B OR Enlistment letter

   **Note:**
   - Pay slip or Employer letter must NOT be dated more than 3 months back (e.g. if submitting documents in Jun 2023, document to be dated EITHER Apr 2023 OR May 2023 OR Jun 2023).
   - (If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 or 6 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
     - *(if you had provided a copy of the divorce/death certificate in your previous year’s application, you do not need to submit again.)*

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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<sup>1</sup> ID Document may cover or blank-off the NRIC number

<sup>2</sup> For Singaporean student

<sup>3</sup> April

<sup>4</sup> Self-declaration form + CPF Transaction History showing past 6 months transactions

<sup>5</sup> Use the Self Declaration Form enclosed

<sup>6</sup> CPF Transaction History is only applicable to Singaporeans and Singapore Permanent Residents
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 2023, statement to capture transactions from EITHER Dec 2022 to May 2023 OR Jan 2023 to Jun 2023).

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