

FINANCIAL ASSISTANCE (Part Time Undergraduate Programme)

Supporting Documents

Scheme: **Bursary, Study Loan, Tuition Fee Loan**

	DOCUMENTS REQUIRED	
	Loans (e.g. Tuition Fee Loan, Study Loan)	Non-Loan Only (e.g. Bursary)
Applicant	• Application Form • FCFS Form • Copy of NRIC (for Singaporean student) (must be clear copy) • Income Document^{2, 4}	• Application Form • FCFS Form • Income Document^{2, 4}
Parents or Guardian	• Income Document^{2, 4} • Divorce / Separation / Death Certification³	• Income Document^{2, 4} • Divorce / Separation / Death Certification³
Siblings staying in the same household (regardless if they are/are not contributing financially to household)	• ID Document¹ (may cover or blank-off the NRIC number) • Income Document²	• ID Document¹ (may cover or blank-off the NRIC number) • Income Document²
Other relatives staying in the same household (if any)		
For married applicant Spouse Children (if any)	• ID Document¹ (may cover or blank-off the NRIC number) • Income Document²	• ID Document¹ (may cover or blank-off the NRIC number) • Income Document²
For loans application Guarantor	• ID Document¹ (must be clear copy)	Not Applicable

Notes:	COPY OF	
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 2023 OR Letter from employer indicating latest income
	• Self-employed	Income Tax Notice of Assessment for yr of assesment 2023 (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 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.	

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 **Jun 2023**, statement to capture transactions from EITHER **Dec 2022 to May 2023** OR **Jan 2023 to Jun 2023**).

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