# FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

## Supporting Documents

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

<table>
<thead>
<tr>
<th></th>
<th>Loans (e.g. Study Loan, OSP Loan, Student Loan)</th>
<th>Non-Loan Only (e.g. Bursary, Travel Awards)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant</strong></td>
<td>• Application Form</td>
<td>• Application Form</td>
</tr>
<tr>
<td></td>
<td>• FCFS Form</td>
<td>• FCFS Form</td>
</tr>
<tr>
<td></td>
<td>• Copy of NRIC (for Singaporean / SPR student)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR Copy of Passport (for International student)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(must be clear copy)</td>
<td></td>
</tr>
<tr>
<td><strong>Parents or Guardian</strong></td>
<td>• Income Document¹</td>
<td>• Income Document¹</td>
</tr>
<tr>
<td></td>
<td>(must cover or blank-off the NRIC number)</td>
<td>(must cover or blank-off the NRIC number)</td>
</tr>
<tr>
<td></td>
<td>• Divorce / Separation / Death Certification³</td>
<td>• Divorce / Separation / Death Certification³</td>
</tr>
<tr>
<td><strong>Siblings staying in the same household</strong> (regardless if they are/are not contributing financially to household)</td>
<td>• ID Document¹</td>
<td>• ID Document¹</td>
</tr>
<tr>
<td></td>
<td>(may cover or blank-off the NRIC number)</td>
<td>(may cover or blank-off the NRIC number)</td>
</tr>
<tr>
<td></td>
<td>• Income Document²</td>
<td>• Income Document²</td>
</tr>
<tr>
<td><strong>Other relatives staying in the same household (if any)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>For married applicant</strong></td>
<td>• ID Document¹</td>
<td>• ID Document¹</td>
</tr>
<tr>
<td>Spouse</td>
<td>(may cover or blank-off the NRIC number)</td>
<td>(may cover or blank-off the NRIC number)</td>
</tr>
<tr>
<td>Children (if any)</td>
<td>• Income Document²</td>
<td>• Income Document²</td>
</tr>
<tr>
<td><strong>For loans application</strong></td>
<td>• ID Document¹</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Guarantor</td>
<td>(must be clear copy)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Income Document²</td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

1. **ID Document**
   - NRIC (front and back) OR Birth Certificate OR 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 2023
     - OR Letter from employer indicating latest income
   - **Self-employed**
     - Income Tax Notice of Assessment for year of assessment 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

3. **Guarantor**
   - COPY OF
     - NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport
     - (Please ensure copy is clear)

### COPY OF

1. **ID Document**
   - Latest Payslip dated not more than 3 mths back @
   - OR Income Tax Notice of Assessment for year of assessment 2023
   - OR Letter from employer indicating latest income

2. **Income Document**
   - **Employed**
     - Income Tax Notice of Assessment for year of assessment 2023
     - (If tax doc not available: Provide both Self-declaration form* + CPF Transaction History showing past 6 months transactions*)
   - **Self-employed**
     - Income Tax Notice of Assessment for year of assessment 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

### Notes:

- @ Pay slip or Employer letter must NOT be dated more than 3 mths back (e.g. if submitting docs in Feb 2024, document to be dated EITHER Dec 2023 OR Jan 2024 OR Feb 2024)
- (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.

---

Feb 2024
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 Feb 2024, statement to capture transactions from EITHER Aug 2023 to Jan 2024 OR Sep 2023 to Feb 2024).

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