## 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</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 student)</td>
<td>• Income Document2, 4</td>
</tr>
<tr>
<td></td>
<td>(must be clear copy)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Income Document1</td>
<td></td>
</tr>
<tr>
<td><strong>Parents or Guardian</strong></td>
<td>• ID Document1</td>
<td>• ID Document1</td>
</tr>
<tr>
<td></td>
<td>• Income Document2, 4</td>
<td>• Income Document2, 4</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></td>
<td>• ID Document1 (may cover or blank-off the NRIC number)</td>
<td>• ID Document1 (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>• ID Document1 (may cover or blank-off the NRIC number)</td>
<td>• Income Document2</td>
</tr>
<tr>
<td><strong>For married applicant</strong></td>
<td>• ID Document1 (may cover or blank-off the NRIC number)</td>
<td>• ID Document1 (may cover or blank-off the NRIC number)</td>
</tr>
<tr>
<td><strong>spouse</strong></td>
<td>• Income Document2</td>
<td>• Income Document2</td>
</tr>
<tr>
<td><strong>Children (if any)</strong></td>
<td>• ID Document1 (must be clear copy)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>For loans application</strong></td>
<td>• ID Document1 (must be clear copy)</td>
<td>Not Applicable</td>
</tr>
<tr>
<td><strong>Guarantor</strong></td>
<td>• ID Document1</td>
<td></td>
</tr>
</tbody>
</table>

### Notes:

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 year of assessment 2024
     - OR Letter from employer indicating latest income
   - Self-employed
     - Income Tax Notice of Assessment for year of assessment 2024
     - (If tax doc not available: Provide **both** Self-declaration form* + CPF Transaction History showing past 6 months transactions*)
   - Unemployed / Housewife / Retiree
     - 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 2024, document to be dated EITHER Apr 2024 OR May 2024 OR Jun 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.
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 2024, statement to capture transactions from EITHER Dec 2023 to May 2024 OR Jan 2024 to Jun 2024).

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

Feb2024