

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	<ul style="list-style-type: none"> Application Form FCFS Form Copy of NRIC (for Singaporean student) (<i>must be clear copy</i>) Income Document^{2, 4} 	<ul style="list-style-type: none"> Application Form FCFS Form Income Document^{2, 4}
Parents or Guardian	<ul style="list-style-type: none"> Income Document^{2, 4} Divorce / Separation / Death Certification³ 	<ul style="list-style-type: none"> Income Document^{2, 4} Divorce / Separation / Death Certification³
Siblings staying in the same household (regardless if they are/are not contributing financially to household)	<ul style="list-style-type: none"> ID Document¹ (<i>may cover or blank-off the NRIC number</i>) Income Document² 	<ul style="list-style-type: none"> ID Document¹ (<i>may cover or blank-off the NRIC number</i>) Income Document²
Other relatives staying in the same household (if any)		
For married applicant		
Spouse	<ul style="list-style-type: none"> ID Document¹ (<i>may cover or blank-off the NRIC number</i>) Income Document² 	<ul style="list-style-type: none"> ID Document¹ (<i>may cover or blank-off the NRIC number</i>) Income Document²
Children (if any)		
For loans application		
Guarantor	<ul style="list-style-type: none"> ID Document¹ (<i>must be clear copy</i>) 	Not Applicable

Notes:	COPY OF
1. ID Document	<ul style="list-style-type: none"> NRIC (<i>front and back</i>) OR Birth Certificate OR 11B OR valid Passport (Pls ensure copy is clear)
2. Income Document	<ul style="list-style-type: none"> Employed <ul style="list-style-type: none"> Latest Payslip dated not more than 3 mths back @ OR Income Tax Notice of Assessment for yr of assessment 2022 OR Letter from employer indicating latest income Income Tax Notice of Assessment for yr of assessment 2022 Self-employed <ul style="list-style-type: none"> (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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Document showing full-time status (e.g. Admission offer letter OR Certification Letter from school) Full Time Tertiary Student aged 24 & below <ul style="list-style-type: none"> Student card OR Admission offer letter Pending enlistment / Enrolling into tertiary institution (aged 21 & below) <ul style="list-style-type: none"> Self-declaration form[^] OR Enlistment letter OR Admission offer letter Student aged 18 & below <ul style="list-style-type: none"> No income doc required. Only ID doc is required. NS (Full Time) <ul style="list-style-type: none"> 11B OR Enlistment letter
Note:	<p>@ Pay slip or Employer letter must NOT be dated more than 3 mths back (e.g. if submitting docs in Jun 2022, document to be dated EITHER Apr 2022 OR May 2022 OR Jun 2022).</p> <p>(If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 consecutive months.)</p> <p>* CPF Transaction History is only applicable to Singaporeans and Singapore Permanent Residents.</p> <p>[^] Use the Self Declaration Form enclosed.</p> <p>All documents submitted must be dated not more than 3 months back</p>
3. If parents are either divorced, separated or deceased	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 2022**, statement to capture transactions from **EITHER Dec 2021 to May 2022 OR Jan 2022 to Jun 2022**).

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