

FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

Supporting Documents

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

	DOCUMENTS REQUIRED	
	Loans (e.g. Study Loan, OSP Loan, Student Loan)	Non-Loan Only (e.g. Bursary, Travel Awards)
Applicant	<ul style="list-style-type: none"> Application Form FCFS Form Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student) <i>(must be clear copy)</i> 	<ul style="list-style-type: none"> Application Form FCFS Form
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 <small>(regardless if they are/are not contributing financially to household)</small>	<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 Children (if any)	<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
For loans application Guarantor	<ul style="list-style-type: none"> ID Document¹ <i>(must be clear copy)</i> Income Document² 	Not Applicable

Notes:	COPY OF
1. ID Document	<ul style="list-style-type: none"> NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport <i>(Please ensure copy is clear)</i>
2. Income Document	<ul style="list-style-type: none"> Employed <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Income Tax Notice of Assessment for year of assessment 2023 <i>(If tax document not available: Provide both Self-declaration form[^] + CPF Transaction History showing past 6 months transactions*)</i> 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 <i>(For Grandparents aged 65 and above, submit only the Self Declaration Form. CPF document is not required.)</i> 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 document required. Only ID document is required. NS (Full Time) <ul style="list-style-type: none"> 11B OR Enlistment letter <p>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</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 <p><i>(if you had provided a copy of the divorce/ death certificate in your previous year's application, you do not need to submit again.)</i></p>
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 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.