

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 <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	<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 	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	
	<ul style="list-style-type: none"> • Self-employed 	Income Tax Notice of Assessment for year of assessment 2023 (If tax document not available: Provide both Self-declaration form [^] + CPF Transaction History showing past 6 months transactions*)	
	<ul style="list-style-type: none"> • 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 document is not required)	
	<ul style="list-style-type: none"> • Full Time Tertiary Student aged 25 & above 	Document showing full-time status (e.g. Admission offer letter OR Certification Letter from school)	
	<ul style="list-style-type: none"> • Full Time Tertiary Student aged 24 & below 	Student card OR Admission offer letter	
	<ul style="list-style-type: none"> • Pending enlistment / Enrolling into tertiary institution (aged 21 & below) 	Self-declaration form [^] OR Enlistment letter OR Admission offer letter	
	<ul style="list-style-type: none"> • Student aged 18 & below 	No income document required. Only ID document is required.	
	<ul style="list-style-type: none"> • NS (Full Time) 	11B OR Enlistment letter	
	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		
	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 (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	<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. 		

