FULL TERM SCHOLARSHIP (NEED BASED)

DOCUMENT CHECKLIST

Please complete this form to support your application. Please ✓ or delete where applicable. Upload this Document Checklist together with the required Income and ID documents in 1 consolidated file.

APPLICANT DETAILS			
Full Name		Admission application Number	
Marital Status	☑ Single		
Personal Income Source	☐ Giving tuition ☐ Part-time work ☐ Others, please specify _____	Personal Gross monthly income (if any) *If you are no longer orking/giving tuition, you may leave this field blank*	S$

FATHER'S DETAILS			
Full Name		Age	
Marital Status	☐ Married ☐ Widowed		
	☐ Divorced/Separated	***Please provide and attach a copy :*** ☐ Divorce/Separation Document If divorced/separated, is father living in same household as applicant?: ☐ Yes [#1] ☐ No [#2] If no, Alimony (if any): S$_____	
	☐ Deceased	***Please provide and attach a copy :*** ☐ Death Certificate	
Employment Status	☐ Employed	***Please provide and attach a copy :*** ☐ Income Slip dated not more than 3 months back[*1] or ☐ Employer Letter[*1] or ☐ Income Tax Notice of Assessment of most recent year of assessment (e.g.2024/2025 if submitting in 2025)	
	☐ Self-Employed	***Please provide and attach a copy :*** ☐ Income Tax Notice of Assessment of most recent year of assessment (e.g.2024/2025 if submitting in 2025) or ☐ Self-declaration Form^ + CPF Transaction History showing past 6 months transactions[*2]	
	☐ Unemployed / Retired / Homemaker	***Please provide and attach a copy :*** ☐ Retirement letter from company or ☐ Self-declaration Form^ + CPF Transaction History showing past 6 months transactions[*2]	
Gross monthly income (Please indicate $0 if no income. Gross income refers to amount before deduction of CPF, includes allowances, OT)		S$	

^ Please use the Self Declaration Form enclosed in annex.

#1 If parent is staying in the same household as applicant, copy of income document is required

#2 If the parent is divorced/separated and he/she is NOT staying with applicant, NO income document is required.

*1 Income slip or Employer letter must **NOT** be dated more than 3 months back.
E.g. if submitting documents in Feb 2025, document to be dated either Nov 2024 OR Dec 2024 OR Jan 2025.
(If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 consecutive months).

*2 CPF Transaction History is only applicable to Singaporeans and Singapore Permanent Residents.
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 Jul 2024 to Dec 2024 OR Sep 2024 to Feb 2025).

MOTHER'S DETAILS			
Full Name		Age	
Marital Status	☐ Married ☐ Widowed		
	☐ Divorced/Separated	***Please provide and attach a copy :*** ☐ Divorce/Separation Document If divorced/separated, is mother living in same household as applicant?: ☐ Yes [#1] ☐ No [#2] If no, Alimony (if any): S$_____	
	☐ Deceased	***Please provide and attach a copy :*** ☐ Death Certificate	
Employment Status	☐ Employed	***Please provide and attach a copy :*** ☐ Income Slip dated not more than 3 months back[*1] or ☐ Employer Letter[*1] or ☐ Income Tax Notice of Assessment of most recent year of assessment (e.g.2024/2025 if submitting in 2025)	
	☐ Self-Employed	***Please provide and attach a copy :*** ☐ Income Tax Notice of Assessment of most recent year of assessment (e.g.2024/2025 if submitting in 2025) or ☐ Self-declaration Form^ + CPF Transaction History showing past 6 months transactions[*2]	
	☐ Unemployed / Retired / Housewife	***Please provide and attach a copy :*** ☐ Retirement letter from company or ☐ Self-declaration Form^ + CPF Transaction History showing past 6 months transactions[*2]	
Gross monthly income (Please indicate $0 if no income. Gross income refers to amount before deduction of CPF, includes allowances, OT)		S$	

OTHER HOUSEHOLD MEMBERS DETAILS (siblings, relatives staying in same household address as applicant

Full Name	Age	Relationship to Applicant *(e.g. Brother/ Sister/ Grandparent)*	Employment Status[*3] *(Student /Housewife /Retired /Unemployed /Employed /Self-employed/NSF)*	Gross Monthly Income (S$)

Please use a new page if more rows are needed.

[*3] For each sibling or relative you have listed, please provide an ID and income document as indicated in page 3.

OTHER INCOME			
Source of Income	☐ Rental ☐ Others, please specify: _____	Amount of other income (if any)	**S$**

For each sibling or relative you have listed on page 2, please provide

1) **Identity Card / ID** e.g. *NRIC or Passport or ID card or Student card or Birth certificate (You may cover or blank-off the IC/ID number in the copy)*

AND

2) **income documents** for their employment status:

Employment Status	Supporting Documents to provide
○ Employed *(incl Uniformed Services Regulars)*	☐ Income Slip dated not more than 3 months back[*1] or ☐ Employer Letter[*1] or ☐ Income Tax Notice of Assessment of most recent year of assessment (e.g.2024/2025 if submitting in 2025)
○ Self-Employed	☐ Income Tax Notice of Assessment of most recent year of assessment (e.g.2024/2025 if submitting in 2025) or ☐ Self-declaration Form^ + CPF Transaction History showing past 6 months transactions[*2]
○ Unemployed /Housewife / Retired / unemployed part-time student	☐ Retirement letter from company or ☐ Self-declaration Form^ + CPF Transaction History showing past 6 months transactions[*2]
○ Full Time Tertiary Student aged 25 & above	Document showing full-time status (e.g. Admission Offer Letter or Certification Letter)
○ 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 doc required, other than ID doc
○ NS (Full Time)	11B or Enlistment Letter

^ Please use the Self Declaration Form enclosed in annex.
#1 If parent is staying in the same household as applicant, copy of income document is required
#2 If the parent is divorced/separated and he/she is NOT staying with applicant, NO income document is required.

*1 Income slip or Employer letter must **NOT** be dated more than 3 months back.
E.g. if submitting documents in Feb 2025, document to be dated either Nov 2024 OR Dec 2024 OR Jan 2025.
(If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 consecutive months).

*2 CPF Transaction History is only applicable to Singaporeans and Singapore Permanent Residents.
The latest transaction must **NOT** be more than 2 months old (e.g. if submitting application in Feb 2025, statement to capture transactions from EITHER Jul 2024 to Dec 2024 OR Sep 2024 to Feb 2025).

Note:

If the required supporting documents are unavailable, please indicate the reason in the checklist form.

Applications with inaccurate information and incomplete supporting documents will not be processed.

ANNEX

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

(Average income may be provided if income fluctuates month to month)

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, **<u>in addition</u>** to this Self Declaration Form, please also **<u>provide the latest copy of CPF Transaction History^ showing past 6 months transactions.</u>**

  ^ CPF Transaction History:

  The latest transaction must not be more than 2 months old (e.g. if submitting application in FEB 2025, statement to capture transactions from EITHER Jul 2024 to Dec 2024 OR Sep 2024 to Feb 2025).

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