

**DOCUMENT CHECKLIST**

For staff use:

Staff name: \_\_\_\_\_

Receipt date: \_\_\_\_\_

**Applicant is:**             Single     Married     Full time student  
**Submitting docs for:**     Bursary     Study Loan     OSP Loan/Award

**Applicant's Name:** \_\_\_\_\_ **Matric no.:** \_\_\_\_\_ **Contact No.:** \_\_\_\_\_

**Document Required (copy of)**

- **Copy of Application form**
- **Copy of FCFS form**   
*FCFS - Family composition & financial status*

- **Applicant**
  - Singaporean/SPR  NRIC (clear copy of front and back, if applying for Study/OSP Loan)
  - International  Passport only (*must not be expired*)

- **Study Loan Guarantor (Only needed if applying for Study Loan)**

- Singaporean / SPR  NRIC (clear copy of front and back)
- International (non NTU Student)  Passport (*must not be expired*) or  ID Card
- International (NTU Student)  Passport only (*must not be expired*)

- **OSP Loan Guarantor (Only needed if applying for OSP Loan)**

- Singaporean / SPR  NRIC (clear copy of front and back)
- Employment status
  - Employed  Income Slip dated not more than 3 mths back<sup>\*1</sup> or  Employer Letter<sup>\*1</sup> or  Income Tax Notice of Assessment for yr of assessment **2020**
  - Self-Employed  Income Tax Notice of Assessment for yr of assessment **2020** or  Self-declaration Form<sup>^</sup> + CPF Transaction History showing past 6 months transactions<sup>\*2</sup>
  - NTU Student  Not required

<sup>^</sup> Copy of Self Declaration form provided at the back of this Checklist.

<sup>#</sup> Copy of income document is required if parent / spouse is staying in the same household as applicant. No income doc is required only if the parent / spouse is divorced / separated and he / she is not staying with applicant.

<sup>@</sup> For married applicant, No income document is required if parents are not staying in the same household with applicant. No income doc is required if spouse is divorced / separated and he / she is not staying with applicant.

<sup>\*1</sup> Income slip or Employer letter must **NOT** be dated more than 3 mths back.

E.g. if submitting docs in **Jan 2021**, document to be dated either **Nov 2020** or **Dec 2020** or **Jan 2021**.

( If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 consecutive months. )

<sup>\*2</sup> CPF Transaction/Contribution 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 **Jan 2021**, statement to capture transactions from either **Jun 2020 to Dec 2020** OR **Aug 2020 to Jan 2021**).

## Document Required (copy of)

- |                 |   |  |
|-----------------|---|--|
| <b>o Father</b> | <ul style="list-style-type: none"> <li><input type="radio"/> Divorced/Separated/Deceased</li> </ul> <p><u>Employment status</u><sup># @</sup></p> <ul style="list-style-type: none"> <li><input type="radio"/> Employed</li> <li><input type="radio"/> Self-Employed</li> <li><input type="radio"/> Unemployed / Retired</li> </ul>             | <ul style="list-style-type: none"> <li><input type="checkbox"/> Divorce or Separation Document or Death Certificate</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Income Slip dated not more than 3 mths back <sup>*1</sup> or <input type="checkbox"/> Employer Letter <sup>*1</sup> or <input type="checkbox"/> Income Tax Notice of Assessment for yr of assessment <b>2020</b></li> <li><input type="checkbox"/> Income Tax Notice of Assessment for yr of assessment <b>2020</b> or <input type="checkbox"/> Self-declaration Form<sup>^</sup> + CPF Transaction History showing past 6 months transactions <sup>*2</sup></li> <li><input type="checkbox"/> Retirement letter from company or <input type="checkbox"/> Self-declaration Form<sup>^</sup> + CPF Transaction History showing past 6 months transactions <sup>*2</sup></li> </ul> |
| <b>o Mother</b> | <ul style="list-style-type: none"> <li><input type="radio"/> Divorced/Separated/Deceased</li> </ul> <p><u>Employment status</u><sup># @</sup></p> <ul style="list-style-type: none"> <li><input type="radio"/> Employed</li> <li><input type="radio"/> Self-Employed</li> <li><input type="radio"/> Unemployed / Housewife / Retired</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Divorce or Separation Document or Death Certificate</li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Income Slip dated not more than 3 mths back <sup>*1</sup> or <input type="checkbox"/> Employer Letter <sup>*1</sup> or <input type="checkbox"/> Income Tax Notice of Assessment for yr of assessment <b>2020</b></li> <li><input type="checkbox"/> Income Tax Notice of Assessment for yr of assessment <b>2020</b> or <input type="checkbox"/> Self-declaration Form<sup>^</sup> + CPF Transaction History showing past 6 months transactions <sup>*2</sup></li> <li><input type="checkbox"/> Retirement letter from company or <input type="checkbox"/> Self-declaration Form<sup>^</sup> + CPF Transaction History showing past 6 months transactions <sup>*2</sup></li> </ul> |

- Siblings**      No. of siblings staying in same household as applicant: \_\_\_\_\_ (regardless if contributing financially or not to household)
- Other relatives**      No. of relatives staying in same household as applicant: \_\_\_\_\_

- |                                     |   |  |
|-------------------------------------|---|--|
| 1.Sibling/<br>Relative/<br>Guardian | <ul style="list-style-type: none"> <li><input type="radio"/> Any nationality</li> </ul> <p><u>Employment status</u></p> <ul style="list-style-type: none"> <li><input type="radio"/> Employed<br/><i>(incl Uniformed Services Regulars)</i></li> <li><input type="radio"/> Self-Employed</li> <li><input type="radio"/> Unemployed/Housewife/ Retired/<br/>unemployed part-time student</li> <li><input type="radio"/> Full Time Tertiary Student<br/>aged 25 &amp; above</li> <li><input type="radio"/> Full Time Tertiary Student<br/>aged 24 &amp; below</li> <li><input type="radio"/> Pending enlistment / enrolling into<br/>tertiary institution (aged 21 &amp; below)</li> <li><input type="radio"/> Student aged 18 &amp; below</li> <li><input type="radio"/> NS (Full Time)</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC or Passport or ID Doc or Birth Certificate or 11B<br/><i>(may cover or blank-off the NRIC number)</i></li> </ul> <ul style="list-style-type: none"> <li><input type="checkbox"/> Income Slip dated not more than 3 mths back <sup>*1</sup> or <input type="checkbox"/> Employer Letter <sup>*1</sup> or <input type="checkbox"/> Income Tax Notice of Assessment for yr of assessment <b>2020</b></li> <li><input type="checkbox"/> Income Tax Notice of Assessment for yr of assessment <b>2020</b> or <input type="checkbox"/> Self-declaration Form<sup>^</sup> + CPF Transaction History showing past 6 months transactions <sup>*2</sup></li> <li><input type="checkbox"/> Retirement letter from company or <input type="checkbox"/> Self-declaration Form<sup>^</sup> + CPF Transaction History showing past 6 months transactions <sup>*2</sup></li> <li><input type="checkbox"/> Document showing full-time status (e.g. Admission Offer Letter or Certification Letter)</li> <li><input type="checkbox"/> Student Card or <input type="checkbox"/> Admission Offer Letter</li> <li><input type="checkbox"/> Self-declaration Form or <input type="checkbox"/> Enlistment Letter or <input type="checkbox"/> Admission Offer Letter</li> <li><input type="checkbox"/> No doc required other than ID doc</li> <li><input type="checkbox"/> 11B or <input type="checkbox"/> Enlistment Letter</li> </ul> |
|-------------------------------------|---|--|

## Document Required *(copy of)*

2.Sibling/  
Relative/  
Guardian

- Any nationality  NRIC or Passport or ID Doc or Birth Certificate or 11B  
(*may cover or blank-off the NRIC number*)
- Employment status
- Employed  
(*incl Uniformed Services Regulars*)  Income Slip dated not more than 3 mths back <sup>\*1</sup> or  Employer Letter <sup>\*1</sup>  
or  Income Tax Notice of Assessment for yr of assessment **2020**
- Self-Employed  Income Tax Notice of Assessment for yr of assessment **2020**  
or  Self-declaration Form<sup>^</sup> + CPF Transaction History showing  
past 6 months transactions <sup>\*2</sup>
- Unemployed/Housewife/ Retired/  
unemployed part-time student  Retirement letter from company  
or  Self-declaration Form<sup>^</sup> + CPF Transaction History showing  
past 6 months transactions <sup>\*2</sup>
- 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

3.Sibling/  
Relative/  
Guardian

- Any nationality  NRIC or Passport or ID Doc or Birth Certificate or 11B  
(*may cover or blank-off the NRIC number*)
- Employment status
- Employed  
(*incl Uniformed Services Regulars*)  Income Slip dated not more than 3 mths back <sup>\*1</sup> or  Employer Letter <sup>\*1</sup>  
or  Income Tax Notice of Assessment for yr of assessment **2020**
- Self-Employed  Income Tax Notice of Assessment for yr of assessment **2020**  
or  Self-declaration Form<sup>^</sup> + CPF Transaction History showing  
past 6 months transactions <sup>\*2</sup>
- Unemployed/Housewife/ Retired/  
unemployed part-time student  Retirement letter from company  
or  Self-declaration Form<sup>^</sup> + CPF Transaction History showing  
past 6 months transactions <sup>\*2</sup>
- 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

If you have more than 3 siblings/other relatives staying in the same household, please make more copies of this page.

**THIS SECTION IS ONLY APPLICABLE FOR MARRIED STUDENTS****Document Required (copy of)**

- **Spouse**  
(if applicant is married)

- Any nationality

NRIC or Passport or ID Doc or Birth Certificate or 11B  
(may cover or blank-off the NRIC number)

Marital status

- Divorced/Separated

Divorce or Separation Document

Employment status<sup>#</sup>

- Employed  
(incl Uniformed Services Regulars)

Income Slip dated not more than 3 mths back <sup>\*1</sup> or  Employer Letter <sup>\*1</sup>  
or  Income Tax Notice of Assessment for yr of assessment **2020**

- Self-Employed

Income Tax Notice of Assessment for yr of assessment **2020**  
or  Self-declaration Form<sup>^</sup> + CPF Transaction History showing  
past 6 months transactions <sup>\*2</sup>

- Unemployed / Housewife / Retired /  
unemployed part-time student

Retirement letter from company  
or  Self-declaration Form<sup>^</sup> + CPF Transaction History showing  
past 6 months transactions <sup>\*2</sup>

- 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

- **Children**

Total No. of children: \_\_\_\_\_

1. Child

- Any nationality

NRIC or Passport or ID Doc or Birth Certificate  
(may cover or blank-off the NRIC number)

2. Child

- Any nationality

NRIC or Passport or ID Doc or Birth Certificate  
(may cover or blank-off the NRIC number)

# 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\$ \_\_\_\_\_ (Average income may be provided if  
income fluctuates month to month)  
 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

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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.)

- o 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<sup>^</sup> showing past 6 months transactions.**

<sup>^</sup> CPF Transaction/Contribution History:

The latest transaction must not be more than 2 months old (e.g. if submitting application in **Jan 2021**, statement to capture transactions from EITHER **Jun 2020 to Dec 2020** OR **Aug 2020 to Jan 2021**).

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