

## FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

### Supporting Documents

Schemes: Bursary, Study Loan, PC Loan, OSP Travel Award, OSP Loan

	DOCUMENTS REQUIRED
<b>Applicant</b>	<ul style="list-style-type: none"> <li>Application Form</li> <li>FCFS Form</li> <li>Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student)</li> </ul>
<b>Parents or Guardian</b>	<ul style="list-style-type: none"> <li>Income Document<sup>2,4</sup></li> <li>Divorce / Separation / Death Certification<sup>3</sup></li> </ul>
<b>Siblings staying in the same household</b> (regardless if they are/are not contributing financially to household)	<ul style="list-style-type: none"> <li>ID Document<sup>1</sup></li> <li>Income Document<sup>2</sup></li> </ul>
<b>Other relatives staying in the same household (if any)</b>	
<b>For married applicant</b> Spouse Children (if any)	<ul style="list-style-type: none"> <li>ID Document<sup>1</sup></li> <li>Income Document<sup>2</sup></li> </ul>
<b>For loans application</b> Guarantor	<ul style="list-style-type: none"> <li>ID Document<sup>1</sup></li> <li>Income Document<sup>2</sup> (Required for all OSP loan only)</li> </ul>

Notes:	COPY OF
1. ID Document	<ul style="list-style-type: none"> <li>NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport (Pls ensure copy is clear)</li> </ul>
2. Income Document	<ul style="list-style-type: none"> <li><b>Employed</b> <ul style="list-style-type: none"> <li>- Latest Payslip dated not more than 3 mths back @</li> <li>OR Income Tax Notice of Assessment for yr of assessment 2017</li> <li>OR Letter from employer indicating latest income</li> </ul> </li> <li><b>Self-employed</b> <ul style="list-style-type: none"> <li>- Income Tax Notice of Assessment for year of assessment 2017</li> <li>( If tax doc not available: Provide <b>Both</b> Self-declaration form<sup>^</sup> + CPF Transaction/Contribution History showing past 6 months transactions*)</li> </ul> </li> <li><b>Unemployed / Housewife / Retiree / Unemployed part-time student</b> <ul style="list-style-type: none"> <li>- <b>Both</b> Self-declaration form<sup>^</sup> + CPF Transaction/Contribution History showing past 6 months transactions*</li> <li>OR Retirement letter</li> <li>( For Grandparents aged 65 and above, submit only the Self Declaration Form. CPF doc is not required. )</li> </ul> </li> <li><b>Full Time Tertiary Student aged 25 &amp; above</b> <ul style="list-style-type: none"> <li>- Document showing full-time status (e.g. Admission offer letter OR Certification Letter from school)</li> </ul> </li> <li><b>Full Time Tertiary Student aged 24 &amp; below</b> <ul style="list-style-type: none"> <li>- Student card OR Admission offer letter</li> </ul> </li> <li><b>Pending enlistment / Enrolling into tertiary institution (aged 21 &amp; below)</b> <ul style="list-style-type: none"> <li>- Self-declaration form<sup>^</sup> OR Enlistment letter OR Admission offer letter</li> </ul> </li> <li><b>Student aged 18 &amp; below</b> <ul style="list-style-type: none"> <li>- No income doc required. Only ID doc is required.</li> </ul> </li> <li><b>NS (Full Time)</b> <ul style="list-style-type: none"> <li>- 11B OR Enlistment letter</li> </ul> </li> </ul> <p>Note:</p> <p>@ Pay slip or Employer letter must NOT be dated more than 3 mths back (e.g. if submitting docs in Jan 2018, document to be dated EITHER Nov 2017 OR Dec 2017 OR Jan 2018.</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/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 2018, statement to capture transactions from EITHER Jun2017 to Nov2017 OR Aug2017 to Jan2018).</p> <p><sup>^</sup> Use the Self Declaration Form enclosed.</p>
3. If parents are either divorced, separated or deceased	<ul style="list-style-type: none"> <li>Divorce or Separation document</li> <li>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</li> <li>Death certificate</li> </ul>
4. For married applicant	<ul style="list-style-type: none"> <li>Copy of parents' income document is required even though they are not 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.</li> </ul>

# SELF DECLARATION FORM

I, \_\_\_\_\_ (family member's/relative's name),

Identity Card/Passport No. \_\_\_\_\_ declare that I am:

self-employed as a \_\_\_\_\_ (occupation)

I was not issued an Income Tax Notice of Assessment for the previous year.

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

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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^ 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 Jan 2018, statement to capture transactions from EITHER Jun2017 to Nov2017 OR Aug2017 to Jan2018).

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