# FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

## Supporting Documents

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

### DOCUMENTS REQUIRED

<table>
<thead>
<tr>
<th>Role</th>
<th>Documents Required</th>
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</table>
| Applicant           | • Application Form  
                      • FCFS Form  
                      • Copy of NRIC (for Singaporean / SPR student). OR Copy of Passport (for International student) |
| Parents or Guardian | • Income Document  
                      • Divorce / Separation / Death Certification  
                      • ID Document  
                      • Income Document  |
| Siblings staying in the same household (regardless if they are are not contributing financially to household) | • ID Document  
                      • Income Document  |
| Other relatives staying in the same household (if any) | • ID Document  
                      • Income Document  |
| For married applicant | • ID Document  
                      • Income Document  |
| Spouse Children (if any) | • ID Document  
                      • Income Document  |
| For loans application Guarantor | • ID Document  
                      • Income Document (Required for all OSP loan only) |

### Notes:

1. **ID Document**
   - NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport

2. **Income Document**
   - **Employed**
     - Latest Payslip dated not more than 3 mths back @
     - OR Income Tax Notice of Assessment for yr of assessment 2016
     - OR Letter from employer indicating latest income
   - **Self-employed**
     - (If tax doc not available: Provide Both Self-declaration form + CPF Transaction/Contribution History showing past 6 months transactions)
   - **Unemployed / Housewife / Retiree / Unemployed part-time student**
     - Both Self-declaration form + CPF Transaction/Contribution History showing past 6 months transactions
     - OR Retirement letter
     - (For Grandparents aged 65 and above, submit only the Self Declaration Form. CPF doc is not required.)
   - **Full Time Tertiary Student aged 25 & above**
     - Document showing full-time status (e.g. Admission offer letter OR Certification Letter from school)
   - **Full Time Tertiary Student aged 24 & below**
     - Student card OR Admission offer letter
   - **Pending enrolment / Enrolling into tertiary institution (aged 21 & below)**
     - Self-declaration form OR Enlistment letter OR Admission offer letter
   - **Student aged 18 & below**
     - No income doc required. Only ID doc is required.
   - **NS (Full Time)**
     - 11B OR Enlistment letter

**Note:**
- @ Pay slip or Employer letter must NOT be dated more than 3 mths back (e.g. if submitting docs in Jan 2017, document to be dated EITHER Nov 2016 OR Dec 2016 OR Jan 2017).
- (If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 consecutive months.)
- * 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 2017, statement to capture transactions from EITHER Jun 2016 to Nov 2016 OR Aug 2016 to Jan 2017).

- ^ Use the Self Declaration Form enclosed.

3. **If parents are either divorced, separated or deceased**
   - 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

4. **For married applicant**
   - 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.
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

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/Contribution History* showing past 6 months transactions.

* CPF Transaction/Contribution History:
  The latest transaction must not be more than 2 months old (e.g. if submitting application in Jan 2017, statement to capture transactions from EITHER Jun 2016 to Nov 2016 OR Aug 2016 to Jan 2017).

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

Nov 2016