# FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

## Supporting Documents

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

<table>
<thead>
<tr>
<th>DOCUMENTS REQUIRED</th>
<th>COPY OF</th>
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<tbody>
<tr>
<td><strong>Applicant</strong></td>
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<tr>
<td>• Application Form</td>
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<td>• FCFS Form</td>
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<tr>
<td>• Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student)</td>
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<tr>
<td><strong>Parents or Guardian</strong></td>
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<tr>
<td>• Income Document²</td>
<td></td>
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<tr>
<td>• Divorce / Separation / Death Certification³</td>
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<tr>
<td><strong>Siblings staying in the same household (regardless if they are not contributing financially to household)</strong></td>
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<tr>
<td>• ID Document¹</td>
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<td>• Income Document²</td>
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<td><strong>Other relatives staying in the same household (if any)</strong></td>
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<tr>
<td><strong>For married applicant</strong></td>
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<tr>
<td>• ID Document¹</td>
<td></td>
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<td>• Income Document²</td>
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<tr>
<td><strong>Spouse</strong></td>
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<td><strong>Children (if any)</strong></td>
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<tr>
<td><strong>For loan application Guarantor</strong></td>
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<tr>
<td>• ID Document¹</td>
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<td>• Income Document² (Required for all OSP loan only)</td>
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</tbody>
</table>

**Notes:**

1. ID Document

   • NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport (Pls ensure copy is clear)

2. Income Document

   • Employed
     - Latest Payslip dated not more than 3 mths back @
     - OR Income Tax Notice of Assessment for yr of assessment 2017
     - OR Letter from employer indicating latest income

   • Self-employed
     - Income Tax Notice of Assessment for year of assessment 2017
     - (If tax doc not available: Provide Both Self-declaration form¹ + CPF Transaction/Contribution History showing past 6 months transactions*)

   • Unemployed / Housewife / Retiree / Unemployed part-time student
     - Both Self-declaration form¹ + 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 enlistment / Enrolling into tertiary institution (aged 21 & below)
     - Self-declaration form¹ 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 2018, document to be dated EITHER Nov 2017 OR Dec 2017 OR Jan 2018.

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

^ 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.

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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

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.

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