## FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

### Pre-matriculated student

### Supporting Documents

<table>
<thead>
<tr>
<th>DOCUMENTS REQUIRED</th>
<th>COPY OF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Applicant</strong></td>
<td>• Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student)</td>
</tr>
<tr>
<td>Parents or Guardian</td>
<td>• Income Document²¹²³</td>
</tr>
<tr>
<td></td>
<td>• Divorce / Separation / Death Certification³</td>
</tr>
<tr>
<td>Siblings staying in the same household (regardless if they are/are not contributing financially to household)</td>
<td>• ID Document¹</td>
</tr>
<tr>
<td></td>
<td>• Income Document²</td>
</tr>
<tr>
<td>Other relatives staying in the same household (if any)</td>
<td></td>
</tr>
<tr>
<td>Spouse (if any)</td>
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<tr>
<td>Children (if any)</td>
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</tr>
<tr>
<td>Guarantor</td>
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</tbody>
</table>

### Supporting Documents

| Schemes: Bursary, Study Loan |

#### Applicant
- Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student)

#### Parents or Guardian
- Income Document²¹²³
- Divorce / Separation / Death Certification³

#### Siblings staying in the same household
- ID Document¹
- Income Document²

#### Other relatives staying in the same household (if any)

#### Spouse (if any)
- ID Document¹
- Income Document²

#### Children (if any)
- ID Document¹
- Income Document²

#### Guarantor
- ID Document¹

### 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 2016
     - OR Letter from employer indicating latest income
   - Self-employed
     - Income Tax Notice of Assessment for year of assessment 2016
     - (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
   - 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 documents in Apr 2017, document to be dated EITHER Feb 2017 OR Mar 2017 OR Apr 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 documents in Apr 2017, statement to capture transactions from EITHER Feb 2017 OR Mar 2017 OR Apr 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 parent/spouse's 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.

### April 2017
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 documents in Apr 2017, statement to capture transactions from Sep2016 to Feb2017 OR Nov2016 to Apr2017).

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

Apr2017