# FINANCIAL ASSISTANCE (Full Time Undergraduate Programme)

## Pre-matriculated student

### Supporting Documents

<table>
<thead>
<tr>
<th>Schemes:</th>
<th>Bursary, Study Loan</th>
</tr>
</thead>
</table>

### DOCUMENTS REQUIRED

<table>
<thead>
<tr>
<th>Applicant</th>
<th>• Copy of NRIC (for Singaporean / SPR student) OR Copy of Passport (for International student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents or Guardian</td>
<td>• Income Document¹²³</td>
</tr>
<tr>
<td>Siblings staying in the same household</td>
<td>• ID Document¹</td>
</tr>
<tr>
<td>Other relatives staying in the same household (if any)</td>
<td>• ID Document¹</td>
</tr>
<tr>
<td>For married applicant</td>
<td>• ID Document¹</td>
</tr>
<tr>
<td>Spouse</td>
<td></td>
</tr>
<tr>
<td>Children (if any)</td>
<td></td>
</tr>
<tr>
<td>For loan application</td>
<td>• ID Document¹</td>
</tr>
<tr>
<td>Guarantor</td>
<td></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 form⁴ + CPF Transaction/Contribution History showing **past 6 months transactions**)
   - Unemployed / Housewife / Retiree / Unemployed part-time student
     - **Both** Self-declaration form⁴ + 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 form⁴ 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 **Apr 2018**, document to be dated EITHER **Feb 2018 OR Mar 2018 OR Apr 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 **Apr 2018**, statement to capture transactions from EITHER **Oct 2017 to Mar 2018 OR Nov 2017 to Apr 2018**).
   - ^ 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**
   - No income document is required if the parents are not staying with applicant.
   - No income document is required if 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)

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.)

○ 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 Apr 2018, statement to capture transactions from EITHER Oct2017 to Mar2018 OR Nov2017 to Apr2018).

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

Apr2018