

## DOCUMENT CHECKLIST

Please complete this form to support your application. Please ✓ or delete where applicable. Upload this Document Checklist together with the required Income and ID documents in 1 consolidated file. To be uploaded within 7 days from online submission date.

APPLICANT DETAILS			
Full Name		Matriculation Number	
Marital Status	<input checked="" type="checkbox"/> Single	Mobile Number	
Personal Income Source	<input type="checkbox"/> Giving tuition <input type="checkbox"/> Part-time work <input type="checkbox"/> Others, please specify	Personal Gross monthly income (if any) <small>If you are no longer working/giving tuition, you may leave this field blank</small>	S\$

FATHER'S DETAILS			
Full Name		Age	
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced/Separated <input type="checkbox"/> Deceased	<b>Please provide and attach a copy :</b> <input type="checkbox"/> Divorce/Separation Document If divorced/separated, is father living in same household as applicant?: <input type="checkbox"/> Yes #1 <input type="checkbox"/> No #2 If no, Alimony (if any): S\$	
Employment Status	<input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Unemployed / Retired / Homemaker	<b>Please provide and attach a copy :</b> <input type="checkbox"/> Income Slip dated not more than 3 months back*1 or <input type="checkbox"/> Employer Letter*1 or <input type="checkbox"/> Income Tax Notice of Assessment for year of assessment 2024 <b>Please provide and attach a copy :</b> <input type="checkbox"/> Income Tax Notice of Assessment for year of assessment 2024 or <input type="checkbox"/> Self-declaration Form^ + CPF Transaction History showing past 6 months transactions*2 <b>Please provide and attach a copy :</b> <input type="checkbox"/> Retirement letter from company or <input type="checkbox"/> Self-declaration Form^ + CPF Transaction History showing past 6 months transactions*2	
Gross monthly income <small>(Please indicate \$0 if no income. Gross income refers to amount before deduction of CPF, includes allowances, OT)</small>		S\$	

^ Please use the Self Declaration Form enclosed in annex.

#1 If parent is staying in the same household as applicant, copy of income document is required

#2 If the parent is divorced/separated and he/she is NOT staying with applicant, NO income document is required.

\*1 Income slip or Employer letter must **NOT** be dated more than 3 months back.

E.g. if submitting documents in Jul 2024, document to be dated either Apr 2024 OR May 2024 OR Jun 2024.

(If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 consecutive months).

\*2 CPF Transaction 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 Jul 2024, statement to capture transactions from EITHER Dec 2023 to Jan 2024 OR Feb 2024 to Jul 2024).

MOTHER'S DETAILS			
Full Name		Age	
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Widowed		
	<input type="checkbox"/> Divorced/Separated	<b>Please provide and attach a copy :</b> <input type="checkbox"/> Divorce/Separation Document If divorced/separated, is father living in same household as applicant?: <input type="checkbox"/> Yes #1 <input type="checkbox"/> No #2 If no, Alimony (if any): S\$ _____	
	<input type="checkbox"/> Deceased	<b>Please provide and attach a copy :</b> <input type="checkbox"/> Death Certificate	
Employment Status	<input type="checkbox"/> Employed	<b>Please provide and attach a copy :</b> <input type="checkbox"/> Income Slip dated not more than 3 months back*1 or <input type="checkbox"/> Employer Letter*1 or <input type="checkbox"/> Income Tax Notice of Assessment for year of assessment 2024	
	<input type="checkbox"/> Self-Employed	<b>Please provide and attach a copy :</b> <input type="checkbox"/> Income Tax Notice of Assessment for year of assessment 2024 or <input type="checkbox"/> Self-declaration Form^ + CPF Transaction History showing past 6 months transactions*2	
	<input type="checkbox"/> Unemployed / Retired / Housewife	<b>Please provide and attach a copy :</b> <input type="checkbox"/> Retirement letter from company or <input type="checkbox"/> Self-declaration Form^ + CPF Transaction History showing past 6 months transactions*2	
Gross monthly income <small>(Please indicate \$0 if no income. Gross income refers to amount before deduction of CPF, includes allowances, OT)</small>		S\$	

OTHER HOUSEHOLD MEMBERS DETAILS (siblings, relatives staying in same household address as applicant)				
Full Name	Age	Relationship to Applicant (e.g. Brother/Sister/Grandparent)	Employment Status*3 (Student /Housewife /Retired /Unemployed /Employed /Self-employed/NSF)	Gross Monthly Income (S\$)

Please use a new page if more rows are needed.

\*3 For each sibling or relative you have listed, please provide an ID and income document as indicated in page 3.

OTHER INCOME			
Source of Income	<input type="checkbox"/> Rental <input type="checkbox"/> Others, please specify: _____	Amount of other income (if any)	S\$

For each sibling or relative you have listed on page 2, please provide

- 1) **Identity Card / ID** e.g. *NRIC or Passport or ID card or Student card or Birth certificate* (You may cover or blank-off the IC/ID number in the copy)

**AND**

- 2) **income documents** for their employment status:

Employment Status	Supporting Documents to provide
<ul style="list-style-type: none"> <li>Employed (incl Uniformed Services Regulars)</li> </ul>	<input type="checkbox"/> Income Slip dated not more than 3 months back <sup>*1</sup> or <input type="checkbox"/> Employer Letter <sup>*1</sup> or <input type="checkbox"/> Income Tax Notice of Assessment for year of assessment 2024
<ul style="list-style-type: none"> <li>Self-Employed</li> </ul>	<input type="checkbox"/> Income Tax Notice of Assessment for year of assessment 2024 or <input type="checkbox"/> Self-declaration Form <sup>^</sup> + CPF Transaction History showing past 6 months transactions <sup>*2</sup>
<ul style="list-style-type: none"> <li>Unemployed /Housewife / Retired / unemployed part-time student</li> </ul>	<input type="checkbox"/> Retirement letter from company or <input type="checkbox"/> Self-declaration Form <sup>^</sup> + CPF Transaction History showing past 6 months transactions <sup>*2</sup>
<ul style="list-style-type: none"> <li>Full Time Tertiary Student aged 25 &amp; above</li> </ul>	Document showing full-time status (e.g. Admission Offer Letter or Certification Letter)
<ul style="list-style-type: none"> <li>Full Time Tertiary Student aged 24 &amp; below</li> </ul>	Student Card or Admission Offer Letter
<ul style="list-style-type: none"> <li>Pending enlistment / enrolling into tertiary institution (aged 21 &amp; below)</li> </ul>	Self-declaration Form or Enlistment Letter or Admission Offer Letter
<ul style="list-style-type: none"> <li>Student Aged 18 &amp; Below</li> </ul>	No doc required, other than ID doc
<ul style="list-style-type: none"> <li>NS (Full Time)</li> </ul>	11B or Enlistment Letter

<sup>^</sup> Please use the Self Declaration Form enclosed in annex.

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**Note:**

If the required supporting documents are unavailable, please indicate the reason in the checklist form.

Applications with inaccurate information and incomplete supporting documents will not be processed.

## 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\$ \_\_\_\_\_

☐ not drawing any income

(Average income may be provided if income fluctuates month to month)

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 Jul 2024, statement to capture transactions from EITHER Dec 2023 to May 2024 OR Feb 2024 to Jul 2024).

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