

FINANCIAL ASSISTANCE (Part Time Undergraduate Programme)

Supporting Documents

Scheme: [Bursary](#), [Study Loan](#), [Tuition Fee Loan](#)

	DOCUMENTS REQUIRED	
	Loans (e.g. Tuition Fee Loan, Study Loan)	Non-Loan Only (e.g. Bursary)
Applicant	<ul style="list-style-type: none"> • Application Form • Copy of NRIC (for Singaporean student) <i>(must be clear copy)</i> • Income Document^{2,4} 	<ul style="list-style-type: none"> • Application Form • Income Document^{2,4}
Parents or Guardian	<ul style="list-style-type: none"> • ID Document¹ • Income Document^{2,4} • Divorce / Separation / Death Certification³ 	<ul style="list-style-type: none"> • ID Document¹ • Income Document^{2,4} • Divorce / Separation / Death Certification³
Siblings staying in the same household <small>(regardless if they are/are not contributing financially to household)</small>	<ul style="list-style-type: none"> • ID Document¹ <i>(may cover or blank-off the NRIC number)</i> • Income Document² 	<ul style="list-style-type: none"> • ID Document¹ <i>(may cover or blank-off the NRIC number)</i> • Income Document²
Other relatives staying in the same household (if any)		
For married applicant Spouse	<ul style="list-style-type: none"> • ID Document¹ <i>(may cover or blank-off the NRIC number)</i> • Income Document² 	<ul style="list-style-type: none"> • ID Document¹ <i>(may cover or blank-off the NRIC number)</i> • Income Document²
Children (if any)		
For loans application Guarantor	<ul style="list-style-type: none"> • ID Document¹ <i>(must be clear copy)</i> 	Not Applicable

Notes:	COPY OF
1. ID Document	<ul style="list-style-type: none"> • NRIC (<i>front and back</i>) OR Birth Certificate OR 11B OR valid Passport <small>(Pls ensure copy is clear)</small>
2. Income Document	<p>Latest Payslip dated not more than 3 months back OR Latest Income Tax Notice of Assessment for year of assessment OR Letter from employer indicating latest income</p> <p>Income Tax Notice of Assessment for year of assessment</p> <p>(If tax doc not available: Provide both Self-declaration form[^] + CPF Transaction History showing past 6 months transactions[*])</p> <p>Both Self-declaration form[^] + CPF Transaction History showing past 6 months transactions[*] OR Retirement letter</p> <p><small>(For Grandparents aged 65 and above, submit only the Self Declaration Form. CPF doc is not required)</small></p> <p>• Full Time Tertiary Student aged 25 & above Document showing full-time status (e.g. Admission offer letter OR Certification Letter from school)</p> <p>• Full Time Tertiary Student aged 24 & below Student card OR Admission offer letter</p> <p>• Pending enlistment / Enrolling into tertiary institution (aged 21 & below) Self-declaration form[^] OR Enlistment letter OR Admission offer letter</p> <p>• Student aged 18 & below No income doc required. Only ID doc is required.</p> <p>• NS (Full Time) 11B OR Enlistment letter</p> <p>Note: @ Pay slip or Employer letter must NOT be dated more than 3 months back (e.g. if submitting docs in Jun, document to be dated EITHER Apr OR May OR Jun).</p> <p><small>(If income fluctuates month to month, it would be advisable to provide payslips for a few months - recent past 3 or 6 consecutive months.)</small></p> <p>[*] CPF Transaction History is only applicable to Singaporeans and Singapore Permanent Residents.</p> <p>[^] Use the Self Declaration Form enclosed.</p> <p>All documents submitted must be dated not more than 3 months back</p>
3. If parents are either divorced, separated or deceased	<ul style="list-style-type: none"> • 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 <p><i>(if you had provided a copy of the divorce/ death certificate in your previous year's application, you do not need to submit again.)</i></p>
4. For married applicant	<ul style="list-style-type: none"> • 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*)
- unemployed
- housewife
- retiree

I am: drawing a gross monthly income of SGD\$ _____
 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 1 month old** (e.g. if submitting application in **Jun**, statement to capture transactions from EITHER **Dec to May** OR **Jan to Jun**).
- One self-declaration form per family member/relative. Please make more copies if needed.