

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 • FCFS 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 • FCFS 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	<ul style="list-style-type: none"> • Employed Latest Payslip dated not more than 3 mths back @ OR Income Tax Notice of Assessment for year of assessment 2024 OR Letter from employer indicating latest income Income Tax Notice of Assessment for year of assessment 2024 • Self-employed (If tax doc not available: Provide both Self-declaration form[^] + CPF Transaction History showing past 6 months transactions[*]) • Unemployed / Housewife / Retiree / Unemployed part-time student Both Self-declaration form[^] + CPF Transaction History showing past 6 months transactions[*] OR Retirement letter <small>(For Grandparents aged 65 and above, submit only the Self Declaration Form. CPF doc is not required)</small> • 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 form[^] 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 <p>Note: @ Pay slip or Employer letter must NOT be dated more than 3 mths back (e.g. if submitting docs in Jun 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 or 6 consecutive months.) * CPF Transaction History is only applicable to Singaporeans and Singapore Permanent Residents. ^ Use the Self Declaration Form enclosed. 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 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 **Jun 2024**, statement to capture transactions from EITHER **Dec 2023 to May 2024** OR **Jan 2024 to Jun 2024**).
- One self-declaration form per family member/relative. Please make more copies if needed.