Financial Aid Application Procedure

1. Prepare all required documents using the **Supporting Document Checklist** below. Applications with incomplete documents/ information will not be processed.

2. Scan all relevant documents into one .pdf file or collate all images on Microsoft Word and save it as a .pdf file.

   - **NOTE:** Only one file can be uploaded per document type.
     (eg.NRIC/ Birth Certificate, CPF Transaction Statement)

   - Ensure a sufficiently clear resolution without truncation of any part of the original document.

   - File size should not exceed 5120kb.

3. Proceed to upload all relevant files under Documents section
   - Acceptable document upload formats: DOCX, JPEG, JPG or PDF format.

4. Income Declaration Form (if applicable) – Page 7

Supporting Documents Checklist

Applicant	
Identification Document	**Singapore Citizen / Singapore Permanent Resident (PR)** □ NRIC (Front & Back) □ Deed Poll (if applicable) **Non-Citizen** □ Passport
Parents	
Identification Document	**Singapore Citizen / Singapore Permanent Resident (PR)** □ NRIC (Front & Back) □ Deed Poll (if applicable) **Non-Citizen** □ Passport □ Visit Pass issued by Immigration & Checkpoints Authority (ICA) (if your parent(s) are staying in Singapore). Please also provide official documents, for example, ICA letters or bills that reflect their full name and current residential address.
Marital Status Document (if applicable)	□ Divorce / Separation Papers or □ Death Certificate
Income Document	**Employed** □ Latest 12 consecutive months' CPF Transaction History or □ Latest Income Tax Notice of Assessment (IRAS) **Self-Employed** □ Latest Income Tax Notice of Assessment (IRAS) □ Trade / Business License □ Ink-signed or e-signed Declaration Form* **Unemployed / Retired** □ Latest 12 consecutive months' CPF Transaction History □ Retrenchment / Resignation / Termination / Retirement Letter □ Ink-signed or e-signed Declaration Form*

Siblings (If staying in the same household)	
Identification Document	**<u>Singapore Citizen / Singapore Permanent Resident (PR)</u>** □ NRIC (Front & Back) or □ Birth Certificate (aged below 15 years) or □ 11B (NSFs) □ Deed Poll (if applicable) **<u>Non-Citizen</u>** □ Passport □ Visit Pass issued by Immigration & Checkpoints Authority (ICA) (if your sibling(s) are staying in Singapore). Please also provide official documents, for example, ICA letters or bills that reflect their full name and current residential address.
Marital Status Document (if applicable)	□ Divorce / Separation Papers or □ Death Certificate
Income document	**<u>Employed</u>** □ Latest 12 consecutive months' CPF Transaction History or □ Latest Income Tax Notice of Assessment (IRAS) **<u>Self-Employed</u>** □ Latest Income Tax Notice of Assessment (IRAS) □ Trade / Business License □ Ink-signed or e-signed Declaration Form* **<u>Unemployed / Retired</u>** □ Latest 12 consecutive months' CPF Transaction History □ Retrenchment / Resignation / Termination / Retirement Letter □ Ink-signed or e-signed Declaration Form* **<u>Students</u>** □ Ez-link / Student Card or □ Student Status Letter / Matriculation Letter for sibling who is awaiting entry to Education Institutions or □ Student Contract if studying in a Private Education Institute □ Latest 12 consecutive months' CPF Transaction History for part-time students **<u>NSF</u>** □ Enlistment letter if awaiting enlistment into National Service

Grandparents / Other relatives (If staying in the same household)	
Identification Document	**<u>Singapore Citizen / Singapore Permanent Resident (PR)</u>** □ NRIC (Front & Back) □ Deed Poll (if applicable) **<u>Non-Citizen</u>** □ Passport □ Visit Pass issued by Immigration & Checkpoints Authority (ICA) (if your grandparents/ other relatives are staying in Singapore). Please also provide official documents, for example, ICA letters or bills that reflect their full name and current residential address.
Income document	**<u>Employed</u>** □ Latest 12 consecutive months' CPF Transaction History or □ Latest Income Tax Notice of Assessment (IRAS) **<u>Self-Employed</u>** □ Latest Income Tax Notice of Assessment (IRAS) □ Trade / Business License □ Ink-signed or e-signed Declaration Form* **<u>Unemployed / Retired</u>** □ Latest 12 consecutive months' CPF Transaction History □ Retrenchment / Resignation / Termination / Retirement Letter □ Ink-signed or e-signed Declaration Form*
Spouse (if applicant is married)	
Identification Document	**<u>Singapore Citizen/Singapore Permanent Resident (PR)</u>** □ NRIC (Front & Back) □ Deed Poll (if applicable) **<u>Non-Citizen</u>** □ Passport □ Visit Pass issued by Immigration & Checkpoints Authority (ICA) (if spouse is staying in Singapore). Please also provide official documents, for example, ICA letters or bills that reflect their full name and current residential address.
Marital Status Document (if applicable)	□ Divorce / Separation Papers or □ Death Certificate

Income document (Not required for married applicant if spouse is divorced/separated and he/she is not staying with applicant)	**Employed** □ Latest 12 consecutive months' CPF Transaction History or □ Latest Income Tax Notice of Assessment (IRAS) **Self-Employed** □ Latest Income Tax Notice of Assessment (IRAS) □ Trade / Business License □ Ink-signed or e-signed Declaration Form* **Unemployed / Retired** □ Latest 12 consecutive months' CPF Transaction History □ Retrenchment / Resignation / Termination / Retirement Letter □ Ink-signed or e-signed Declaration Form* **Students** □ Ez-link / Student Card or □ Student Status Letter / Matriculation Letter for spouse who is awaiting entry to Education Institutions or □ Student Contract if studying in a Private Education Institution □ Latest 12 consecutive months' CPF Transaction History for part-time students **NSF** □ Enlistment letter if awaiting enlistment into National Service
Children	
Identification Document	**Singapore Citizen/ Singapore Permanent Resident (PR)** □ NRIC (Front & Back) or □ Birth Certificate (aged below 15 years) or □ 11B (NSFs) or □ Deed Poll (if applicable) **Non-Citizen** □ Passport □ Visit Pass issued by Immigration & Checkpoints Authority (ICA) (if your child/children are staying in Singapore). Please also provide official documents, for example, ICA letters or bills that reflect their full name and current residential address.

Employment Status	**<u>Students</u>** □ Ez-link / Student Card or □ Student Status Letter / Matriculation Letter if awaiting entry to Education Institutions or □ Student Contract if studying in a Private Education Institution □ Latest 12 consecutive months' CPF Transaction History for part-time students **<u>NSF</u>** □ Enlistment letter if awaiting enlistment into National Service
Others	
Medical	If any family members are listed as handicapped or suffering from long-term illness □ Document stating medical condition(s) from a certified doctor
Special Needs	□ MINDS card / Doctor's certification letter
Bankruptcy	
Additional Documents	If applicable

INCOME DECLARATION FOR SCHOLARSHIPS AND FINANCIAL ASSISTANCE APPLICATION

Please ensure that this declaration form is **ink-signed or e-signed**. All amendments and cancellations must be countersigned by the family member.

A. Student's Particulars				
Full Name (as per NRIC/FIN/Passport)			Student ID	
B. Family Members' Particulars				
Name of family member(s) as in NRIC	Current Employment Status (i.e. self-employed, unemployed)	Occupation	Current Gross Monthly Income (S$)*	Signature of family member(s)

*Gross monthly income refers to salaries before deduction of employee CPF contributions and personal income tax. It comprises basic wages, overtime pay, commissions, tips, other allowances and one-twelfth of annual bonuses.

For self-employed persons, it is the average monthly profits from their business, trade or profession (i.e. total receipts less business expenses incurred) before deduction of income tax.

I/We hereby confirm that the information provided herein is accurate, correct and complete and that the documents submitted along with this application form are genuine. I understand that any false declarations may render my application null and void, and I will also need to refund the value of bursary received.

Name of Student | Signature of Student | Date