

Financial Aid Application Procedure

1. Submit the Financial Aid application via the SIT Student Intranet - IN4SIT.
(Please refer to our website for the System User Guide)
2. Prepare all required documents using the **Supporting Document Checklist**.
Applications with incomplete documents/ information will not be processed.
3. Scan all relevant documents into one .pdf file or collate all images on Microsoft Word and save it as a .pdf file.

I. Document Type

1. NRIC/Birth Certificate
2. Student Card
3. CPF Contribution Statement
4. IRAS Notice of Assessment
5. Pay slips
6. Trade/Business License
7. Divorce Papers
8. Death Certificate
9. Medical Documents
10. Bankruptcy Documents
11. Proof of Activities
 - This is supporting docs for your Awards/Achievements/CCAs/Community Service records.
12. Letter of Recommendation
13. Other Documents

- **NOTE:** Only one file can be uploaded per document type.
(eg.NRIC/ Birth Certificate, CPF Contribution Statement, Pay slips)
- Ensure a sufficiently clear resolution without truncation of any part of the original document.
- File size should not exceed 5120kb.

4. Proceed to upload the file on the online application portal.
 - Acceptable document upload formats: DOCX, JPEG, JPG or PDF format.

Supporting Documents Checklist

Applicant	
Identification Document	<p><u>Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) <input type="checkbox"/> Deed Poll (if applicable) <p><u>Singapore Permanent Resident (PR)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) <p><u>Non-Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport
Parents	
Identification Document	<p><u>Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) <input type="checkbox"/> Deed Poll (if applicable) <p><u>Singapore Permanent Resident (PR)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) <p><u>Non-Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport <input type="checkbox"/> 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)	<ul style="list-style-type: none"> <input type="checkbox"/> Divorce / Separation Papers or <input type="checkbox"/> Death Certificate
Income Document	<p><u>Employed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 3 consecutive months' pay slip <p><u>Self-Employed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest Income Tax Notice of Assessment (IRAS) <input type="checkbox"/> Trade / Business License <input type="checkbox"/> Ink-signed or e-signed Declaration Form* <p><u>Unemployed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History <input type="checkbox"/> Retrenchment / Resignation / Termination Letter <input type="checkbox"/> Ink-signed or e-signed Declaration Form* <p><u>Retired</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History <input type="checkbox"/> Retirement Letter

Siblings	
Identification Document	<p><u>Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) or <input type="checkbox"/> Birth Certificate (aged below 15 years) or <input type="checkbox"/> 11B (NSFs) <input type="checkbox"/> Deed Poll (if applicable) <p><u>Singapore Permanent Resident (PR)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) or <input type="checkbox"/> Birth Certificate (aged below 15 years) <p><u>Non-Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport <input type="checkbox"/> 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)	<ul style="list-style-type: none"> <input type="checkbox"/> Divorce / Separation Papers or <input type="checkbox"/> Death Certificate
Income document	<p><u>Employed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 3 consecutive months' pay slip <p><u>Self-Employed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest Income Tax Notice of Assessment (IRAS) <input type="checkbox"/> Trade / Business License <input type="checkbox"/> Ink-signed or e-signed Declaration Form* <p><u>Unemployed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History <input type="checkbox"/> Retrenchment / Resignation / Termination Letter <input type="checkbox"/> Ink-signed or e-signed Declaration Form* <p><u>Retired</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History <input type="checkbox"/> Retirement Letter <p><u>Students</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ez-link / Student Card or <input type="checkbox"/> Student Status Letter / Matriculation Letter for sibling who is awaiting entry to Education Institutions or <input type="checkbox"/> Student Contract if studying in a Private Education Institute <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History for part-time students <p><u>NSF</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enlistment letter if awaiting enlistment into National Service

Grandparents / Other relatives (If staying in the same household)	
Identification Document	<p><u>Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) <input type="checkbox"/> Deed Poll (if applicable) <p><u>Singapore Permanent Resident (PR)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) <p><u>Non-Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport <input type="checkbox"/> 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.
Employment Status	<p><u>Employed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 3 consecutive months' pay slip <p><u>Self-Employed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest Income Tax Notice of Assessment (IRAS) <input type="checkbox"/> Trade / Business License <input type="checkbox"/> Ink-signed or e-signed Declaration Form* <p><u>Unemployed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History <input type="checkbox"/> Retrenchment / Resignation / Termination Letter <input type="checkbox"/> Ink-signed or e-signed Declaration Form* <p><u>Retired</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History <input type="checkbox"/> Retirement Letter
Spouse (if applicant is married)	
Identification Document	<p><u>Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) <input type="checkbox"/> Deed Poll (if applicable) <p><u>Singapore Permanent Resident (PR)</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front & Back) <p><u>Non-Singapore Citizen</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Passport <input type="checkbox"/> 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)	<ul style="list-style-type: none"> <input type="checkbox"/> Divorce / Separation Papers or <input type="checkbox"/> Death Certificate

<p>Employment Status (Not required for married applicant if spouse is divorced/separated and he/she is not staying with applicant)</p>	<p><u>Employed</u> <input type="checkbox"/> Latest 3 consecutive months' pay slip</p> <p><u>Self-Employed</u> <input type="checkbox"/> Latest Income Tax Notice of Assessment (IRAS) <input type="checkbox"/> Trade / Business License <input type="checkbox"/> Ink-signed or e-signed Declaration Form*</p> <p><u>Unemployed</u> <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History <input type="checkbox"/> Retrenchment / Resignation / Termination Letter <input type="checkbox"/> Ink-signed or e-signed Declaration Form*</p> <p><u>Retired</u> <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History <input type="checkbox"/> Retirement Letter</p> <p><u>Students</u> <input type="checkbox"/> Ez-link / Student Card or <input type="checkbox"/> Student Status Letter / Matriculation Letter for spouse who is awaiting entry to Education Institutions or <input type="checkbox"/> Student Contract if studying in a Private Education Institution <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History for part-time students</p> <p><u>NSF</u> <input type="checkbox"/> Enlistment letter if awaiting enlistment into National Service</p>
Children	
<p>Identification Document</p>	<p><u>Singapore Citizen</u> <input type="checkbox"/> NRIC (Front & Back) or <input type="checkbox"/> Birth Certificate (aged below 15 years) or <input type="checkbox"/> 11B (NSFs) or <input type="checkbox"/> Deed Poll (if applicable)</p> <p><u>Singapore Permanent Resident (PR)</u> <input type="checkbox"/> NRIC (Front & Back)</p> <p><u>Non-Singapore Citizen</u> <input type="checkbox"/> Passport <input type="checkbox"/> 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.</p>

Employment Status	<p><u>Students</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Ez-link / Student Card or <input type="checkbox"/> Student Status Letter / Matriculation Letter if awaiting entry to Education Institutions or <input type="checkbox"/> Student Contract if studying in a Private Education Institution <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History for part-time students <p><u>NSF</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enlistment letter if awaiting enlistment into National Service
Others	
Medical	<p>If any family members are listed as handicapped or suffering from long-term illness</p> <ul style="list-style-type: none"> <input type="checkbox"/> Document stating medical condition(s) from a certified doctor
Special Needs	<ul style="list-style-type: none"> <input type="checkbox"/> MINDS card / Doctor's certification letter
Bankruptcy	
Additional Documents	If applicable

*Refer to Page 7 for the Declaration Form

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	Last 4 digits of NRIC (e.g SXXXX 567A)	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

**Financial Aid Application
- SAMPLE OF SUPPORTING DOCUMENTS –
By Document Type**

Identification Document

All family members living in the same household **including applicant**.

Singapore Citizens

NRIC



Birth Certificate for those 15 years old and below.

REPUBLIC OF SINGAPORE REGISTRATION OF BIRTHS AND DEATHS ACT (CHAPTER 267)		BIRTH REGISTRATION NO.
CERTIFICATE OF REGISTRATION OF BIRTH		
Birth Registered at		
Full Name		
Sex	Date of Birth	Time of Birth Hours
Place or Address of Birth		
Name		Date of Birth
NRIC/Identification Document No.		Race
Nationality		Dialect Group
Country/Place of Birth		
Address		
Name		
NRIC/Identification Document No.		Race
Nationality		Dialect Group
Country/Place of Birth		
Name		
NRIC/Identification Document No.		Relationship
Address		
FOR OFFICIAL USE		
I certify that the above information given by me is correct.		
Infirmant's Signature or Thumb Impression		Date
		for Registrar of Births and Deaths
		Date

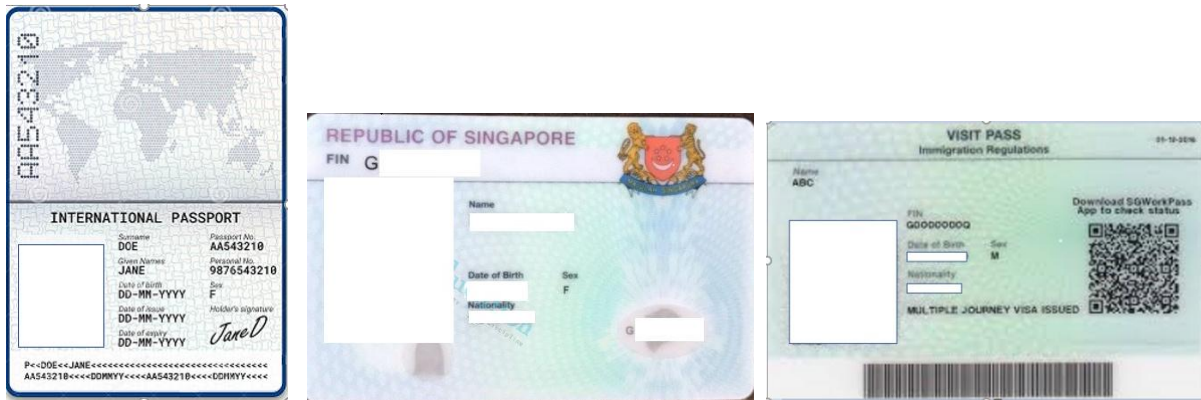
Singapore Permanent Resident (PR)

NRIC



Non-Singapore Citizen

Passport / Visit Pass



Income Document

Employed

Pay slips (Latest 3 consecutive months)

Company Name Name	1 March 2019 Page 1 of 1 Basic Salary : SGD Daily : SGD Hourly : SGD
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SGD	
Earnings	
Basic Salary	
77.00 Hours Overtime 1.50	
Transport Allow	
TEL PHONE ALLOWANCE	
Daily working allowance	
Total Earnings	
Deductions	
Employee CPF	()
Total Deductions	()
Net Pay	
Employer CPF	

Company Name Name	April 2019 Page 1 of 1 Basic Salary : SGD Daily : SGD Hourly : SGD
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SGD	
Earnings	
Basic Salary	
77.00 Hours Overtime 1.50	
Transport Allow	
TEL PHONE ALLOWANCE	
Daily working allowance	
Total Earnings	
Deductions	
Employee CPF	()
Total Deductions	()
Net Pay	
Employer CPF	


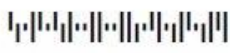

Company Name Name	May 2019 Page 1 of 1 Basic Salary : SGD Daily : SGD Hourly : SGD
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SGD	
Earnings	
Basic Salary	
77.00 Hours Overtime 1.50	
Transport Allow	
TEL PHONE ALLOWANCE	
Daily working allowance	
Total Earnings	
Deductions	
Employee CPF	()
Total Deductions	()
Net Pay	
Employer CPF	

For family members who have just started working and do not have pay slips to submit, they may submit the official employment letter. Letter should indicate their Name, NRIC No and gross income.

Self- employed

Latest IRAS Income Tax Notice of Assessment

Tax Reference No : SXXXXXXXXX Year of Assessment : 2019 Income Tax Date :		NOTICE OF ASSESSMENT ORIGINAL		 INLAND REVENUE AUTHORITY OF SINGAPORE	
Please quote the Tax Reference Number (eg. NRIC, FIN, etc) in full when corresponding with us.					
XXXXX XXXXXXXX XXXXXXXX SINGAPORE XXXXXXX					
					
55 Newton Road Revenue House Singapore 307987 Tel: 1800-358 8300 Website: http://www.iras.gov.sg e-Services: https://mytax.iras.gov.sg					
1-1					
	S'PORE (\$)	OTHER COUNTRIES (\$)	TOTAL (\$)		
TRADE INCOME	XX,XXX.00		XX,XXX.00	1. Your tax assessment is based on information obtained from the relevant organisations and/or your last year's tax record. Please notify us of any understatement or omission of any income or of any excessive tax relief as there are penalties for failing to do so. 2. Pay your income tax by GIRO to enjoy up to 12-month interest free instalments. If you prefer other modes of payment, please pay the amount stated in this Notice by the due date, even if you object to the assessment. You may refer to the attached Statement of Account for your tax balance. 3. If you have any objection, please write to us within 30 days stating your reasons.	
TOTAL INCOME	XX,XXX.00		XX,XXX.00		
LESS: Approved Donations			XX,XXX.00		
ASSESSABLE INCOME			XX,XXX.00		
LESS: PERSONAL RELIEFS					
Earned Income		XX,XXX.00			
Provident Fund/Life Assurance		XX,XXX.00	XX,XXX.00		
CHARGEABLE INCOME			XX,XXX.00		
FIRST XX,XXX.00		XX,XXX.00			
NEXT XX,XXX.00 @ 7.00%		XX,XXX.00	XX,XXX.00		
LESS: TAX SETOFFS					
30 % Tax Rebate (capped at \$1500)			XX,XXX.00		
TAX PAYABLE BY 10 Jul 20XX			XX,XXX.00 DR		
Thank you for your contribution towards nation building					
				 COMPTROLLER OF INCOME TAX	

Guide to getting a copy of IRAS Income Tax Notice of Assessment:

<https://www.iras.gov.sg/irashome/Individuals/Locals/Getting-it-right/Other-Services/Getting-a-Copy-of-Your-Tax-Bill--Notice-of-Assessment---Other-Documents/>

Trade / Business License (for self-employed persons only)

ACCOUNTING AND CORPORATE REGULATORY AUTHORITY (ACRA)



INFORMATION RESOURCES

WHILST EVERY ENDEAVOR IS MADE TO ENSURE THAT INFORMATION PROVIDED IS UPDATED AND CORRECT. THE AUTHORITY DISCLAIMS ANY LIABILITY FOR ANY DAMAGE OR LOSS THAT MAY BE CAUSED AS A RESULT OF ANY ERROR OR OMISSION.

Business Profile (Company) of **Your Company Name** **UEN Number** Date: 19/12/2018

The Following Are The Brief Particulars of :

Registration No.	: 201800000A
Company Name.	: YOUR COMPANY NAME PTE. LTD.
Former Name if any	:
Incorporation Date.	: 01/01/2018
Company Type	: EXEMPT PRIVATE COMPANY LIMITED BY SHARES
Status	: Live Company
Status Date	: 01/01/2018
Principal Activities	
Activities (I)	: WHOLESALE TRADE OF A VARIETY OF GOODS WITHOUT A DOMINANT PRODUCT (46900)

Insurance or Property Agents' Licence / Driver's Vocational Licence



Unemployed / Retired

Latest 6 consecutive months' CPF Contribution History



Central Provident Fund Board
Saving For Retirement

John Smith (CPF Account Number: SXXXXXXXXZ) 17
Jun 2019 09:02 AM (Singapore Standard Time)

My Statement - Contribution History

For Jan 2019 to Jun 2019

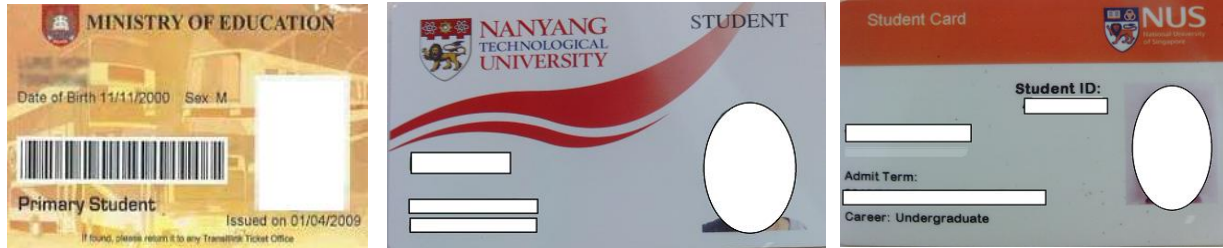
Employer Contribution

For Month	Paid On	Amount (\$)	Employer Contribution
NOV 2018	14 Dec 2019	1200.00	XXX PTE LTD
DEC 2018	16 Jan 2019	2000.00	XXX PTE LTD
JAN 2019	15 Feb 2019	1200.00	XXX PTE LTD
FEB 2019	14 Mar 2019	1200.00	XXX PTE LTD
MAR 2019	17 Apr 2019	4000.00	XXX PTE LTD
APR 2019	15 May 2019	1,200.00	XXX PTE LTD
MAY 2019	14 Jun 2019	1,265.00	XXX PTE LTD

This statement does not include contribution(s) received by the Board after **17 Jun 2019**.

Students

Student Card



Matriculation letter / Student Contract

For siblings awaiting entry to Education Institutions or studying in a Private Education Institute, you may submit the matriculation letter or student contract.

NSFs

11B

