

Financial Aid Application Procedure

1. Submit the Financial Aid application via the SIT Student Intranet - IN4SIT.
[\(Click here for IN4SIT System Guide\)](#)
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
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)
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 / Recent letter from employer stating current gross monthly salary<input type="checkbox"/> Pay slip on any bonus received over the last 12 months <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 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 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 (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) 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)
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 / Recent letter from employer stating current gross monthly salary<input type="checkbox"/> Pay slip on any bonus received over the last 12 months <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 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 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> <input type="checkbox"/> NRIC (Front & Back) <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 grandparents/ other relatives are staying in Singapore)</p>
Employment Status	<p><u>Employed</u> <input type="checkbox"/> Latest 3 consecutive months' pay slip / Recent letter from employer stating current gross monthly salary <input type="checkbox"/> Pay slip on any bonus received over the last 12 months or <input type="checkbox"/> Ink-signed Declaration Form if pay slips are not available</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 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 Declaration Form</p> <p><u>Retired</u> <input type="checkbox"/> Latest 6 consecutive months' CPF Contribution History <input type="checkbox"/> Retirement Letter</p>

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)
Marital Status Document (if applicable)	<ul style="list-style-type: none"> <input type="checkbox"/> Divorce / Separation Papers or <input type="checkbox"/> Death Certificate
Employment Status (Not required for married applicant if spouse is divorced/separated and he/she is not staying with applicant)	<p><u>Employed</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Latest 3 consecutive months' pay slip / Recent letter from employer stating current gross monthly salary <input type="checkbox"/> Pay slip on any bonus received over the last 12 months <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 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 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 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><u>NSF</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Enlistment letter if awaiting enlistment into National Service

Children	
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) or <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 child/children are staying in Singapore)
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	<input type="checkbox"/> MINDS card / Doctor's certification letter
Bankruptcy	
Additional Documents	If applicable

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

Identification Document

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

Singapore Citizens

NRIC



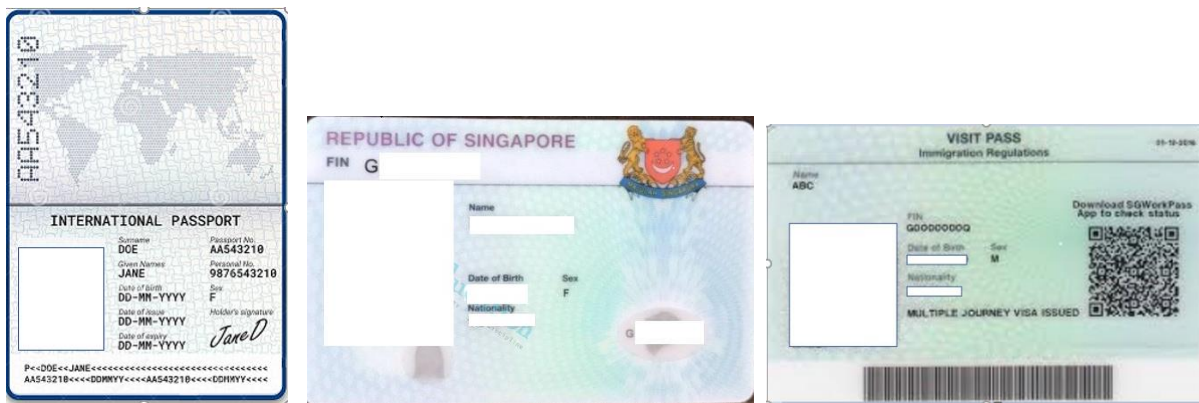
Birth Certificate for those 15 years old and below

REPUBLIC OF SINGAPORE REGISTRATION OF BIRTHS AND DEATHS ACT (CHAPTER 267) CERTIFICATE OF REGISTRATION OF BIRTH		BIRTH REGISTRATION NO.
CHILD'S PARTICULARS	Birth Registered at	
	Full Name	
MOTHER'S PARTICULARS	Sex	Date of Birth
	Time of Birth	Hours
Place or Address of Birth		
FATHER'S PARTICULARS	Name	
	Date of Birth	
	NRIC/Identification Document No.	Race
	Dialect Group	
Nationality		
Country/Place of Birth		
Address		
INFORMANTS PARTICULARS	Name	
	NRIC/Identification Document No.	
	Race	Dialect Group
	Nationality	
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.		
Informant's Signature or Thumb Impression _____ Date _____		for Registrar of Births and Deaths _____ Date _____

Singapore Permanent Resident (PR)



Non-Singapore Citizen



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
----------------------	---------------------------------------------------------------------------

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 Income Tax Notice of Assessment (IRAS)

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 XXXXXXXXXXXXXXXXXX SINGAPORE XXXXXXX					
1-1					
	S'PORE (\$)	OTHER COUNTRIES (\$)	TOTAL (\$)	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.	
TRADE INCOME	XX,XXX.00		XX,XXX.00		
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 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/>

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.

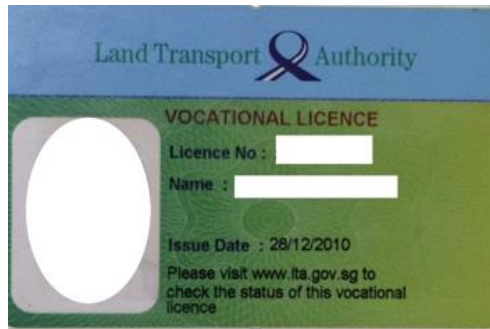
Business Profile (Company) of **Your Company Name** **UEN Number** Date: 19/12/2018

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)
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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

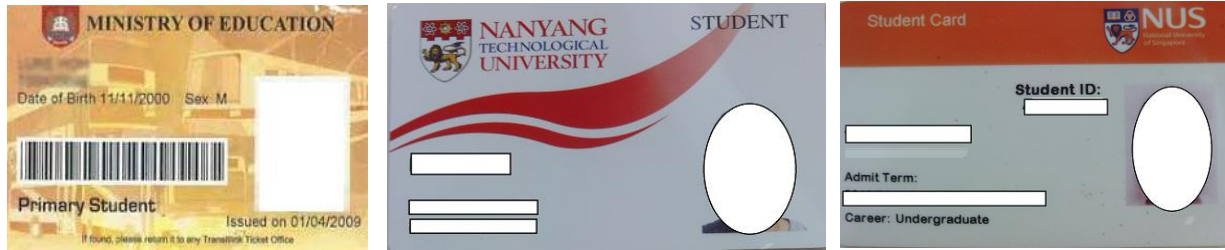
Employer Contribution

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

NSFs

11B



