

Financial Aid Application
- SUPPORTING DOCUMENTS GUIDE -

Applicants are required to upload all stipulated supporting documents to complete their application.

NOTE: Incomplete submissions with incomplete/missing documentation will NOT be processed by SIT.

Acceptable document upload formats: DOCX, JPEG, JPG or PDF format.

Applicants may only upload **ONE** file per document type.

For more than one file, or for documents in other formats, please follow these steps:

- Scan or take a picture of original document.
- Paste and collate the picture(s) into Microsoft Word and save the file as a .PDF file.
- Ensure a sufficiently clear resolution (within 5120KB) without truncation of any part of the original document.
- Proceed to upload the file on the online application portal.

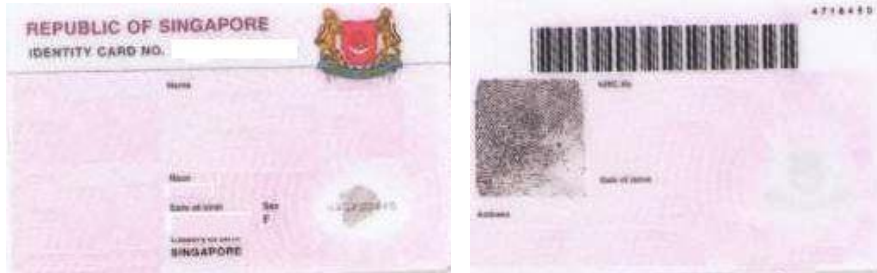
Types of Supporting Documents required for Applicant and Family Members:

1. **Identification** –
 - a. NRIC (Front & Back for **applicant and all immediate and non-immediate family members**)
 - b. Birth Certificate (only for family members below 15 years)
 - c. 11B (for NSFs).
2. **Student Card** – Family members listed as Full-Time students only.
3. **CPF Contribution History**¹ - Latest 6 consecutive months' CPF Contribution History for parents and family members who are
 - a. Retired
 - b. Unemployed
 - c. Employed with gross income² less than \$5000.
4. **Pay slips** - Latest 3 consecutive months' pay slips for parents and family members who are employed with gross income² of \$5000 and above.
5. **IRAS Notice of Assessment** - Latest IRAS NOA for parents and family members who are Self-Employed.
6. **Trade/Business License** - Trade/Business License (e.g Taxi License) for parents and family members who are Self-Employed.
7. **Divorce Papers** - If any family members are listed as divorced.
8. **Death Certificate** – If any family members are listed as deceased.
9. **Medical documents** - If any family members are listed as handicapped/special needs or suffering from long-term illness.
10. **Bankruptcy documents** - If any members are undischarged bankrupts.
11. **Other Documents** - Additional documents applicant wishes to upload to substantiate application.
12. **Proof of Activities** – Proof of Achievements and Activities (e.g CCA Records)
13. **Letter of Recommendation** – Letter of Recommendation from a Faculty

Financial Aid Application - SAMPLE OF SUPPORTING DOCUMENTS -

1. Identification- For all family members living in household including applicant.

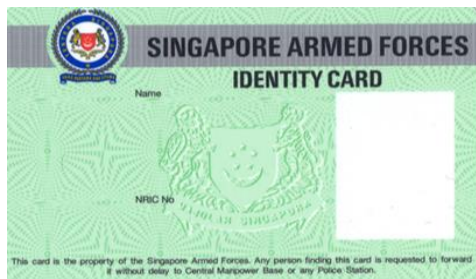
- NRIC



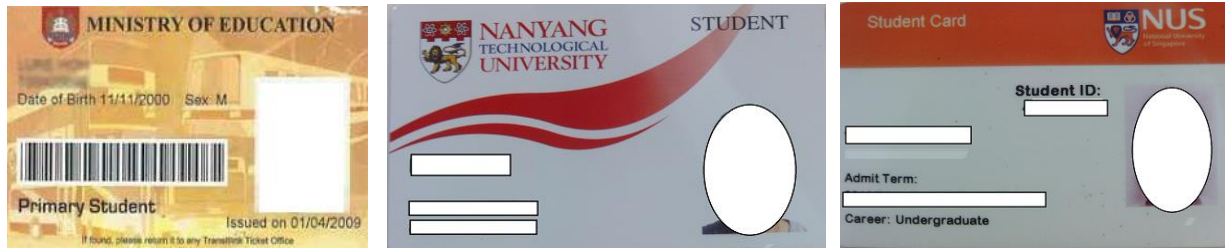
- Birth Certificate for those 15 years old and below

REPUBLIC OF SINGAPORE REGISTRATION OF BIRTHS AND DEATHS ACT (CHAPTER 367) CERTIFICATE OF REGISTRATION OF BIRTH		BIRTH REGISTRATION NO.
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>CHILD'S PARTICULARS</p> <p>Birth Registered at</p> <p>Full Name</p> <p>Sex Date of Birth Time of Birth Hours</p> <p>Place or Address of Birth</p> </div> <div style="width: 55%;"> <p>Name Date of Birth</p> <p>NRIC/Identification Document No. Race Dialect Group</p> <p>Nationality Country/Place of Birth</p> <p>Address</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>MOTHER'S PARTICULARS</p> <p>Name</p> <p>NRIC/Identification Document No. Race Dialect Group</p> <p>Nationality Country/Place of Birth</p> <p>Address</p> </div> <div style="width: 55%;"> <p>Name</p> <p>NRIC/Identification Document No. Race Dialect Group</p> <p>Nationality Country/Place of Birth</p> <p>Address</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p>FATHER'S PARTICULARS</p> <p>Name</p> <p>NRIC/Identification Document No. Race Dialect Group</p> <p>Nationality Country/Place of Birth</p> <p>Address</p> </div> <div style="width: 55%;"> <p>Name</p> <p>NRIC/Identification Document No. Relationship</p> <p>Address</p> </div> </div>		
FOR OFFICIAL USE		
<p>I certify that the above information given by me is correct.</p> <p>Informant's Signature or Thumb Impression Date for Registrar of Births and Deaths Date</p>		

- 11B for NSFs



2. Student Card



For siblings who are matriculating in the same year and have not received their Student Card, they may submit their enrolment letter from the institution.

3. CPF Contribution History (Latest 6 consecutive months)



John Smith (CPF Account Number: SXXXXXXXZ) 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**.

4. Payslips (Latest 3 consecutive months for gross income of \$5000 and above)


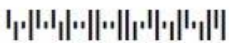

Company Name Name	<div style="text-align: right;">1 March 2019 Page 1 of 1</div> Basic Salary : SGD Daily : SGD Hourly : SGD
SGD	
<div> <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> Earnings Basic Salary 77.00 Hours Overtime 1.50 Transport Allow TEL PHONE ALLOWANCE Daily working allowance Total Earnings </div> <div style="width: 55%; border-top: 1px dashed black; border-bottom: 1px dashed black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;"> Deductions Employee CPF Total Deductions </div> <div style="width: 55%; border-top: 1px dashed black; border-bottom: 1px dashed black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;">Net Pay</div> <div style="width: 55%; border-top: 1px dashed black; border-bottom: 1px dashed black;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 40%;">Employer CPF</div> <div style="width: 55%; border-top: 1px dashed black; border-bottom: 1px dashed black;"></div> </div> </div>	

Company Name Name	<div style="text-align: right;">April 2019 Page 1 of 1</div> Basic Salary : SGD Daily : SGD Hourly : SGD
SGD	
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Company Name Name	<div style="text-align: right;">May 2019 Page 1 of 1</div> Basic Salary : SGD Daily : SGD Hourly : SGD
SGD	
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For family members who have just started working and do not have payslips to submit, they may submit the official employment letter. Letter should show their Name, IC No and gross income.

5. IRAS Notice of Assessment (for self-employed members)

NOTICE OF ASSESSMENT ORIGINAL			 INLAND REVENUE AUTHORITY OF SINGAPORE
Tax Reference No : SXXXXXXX Year of Assessment : 2019 Income Tax Date :			
Please quote the Tax Reference Number (eg. NRIC, FIN, etc) in full when corresponding with us. XXXXX XXXXXXXX XXXXXXXX SINGAPORE XXXXXX			
			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
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/>

6. Trade/ Business License

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)
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