

## 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)
<b>Applicant</b>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Copy of NRIC (for Singaporean student) <i>(must be clear copy)</i></li> <li>• Income Document<sup>2,4</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Income Document<sup>2,4</sup></li> </ul>
<b>Parents or Guardian</b>	<ul style="list-style-type: none"> <li>• ID Document<sup>1</sup></li> <li>• Income Document<sup>2,4</sup></li> <li>• Divorce / Separation / Death Certification<sup>3</sup></li> </ul>	<ul style="list-style-type: none"> <li>• ID Document<sup>1</sup></li> <li>• Income Document<sup>2,4</sup></li> <li>• Divorce / Separation / Death Certification<sup>3</sup></li> </ul>
<b>Siblings staying in the same household</b> (regardless if they are/are not contributing financially to household)	<ul style="list-style-type: none"> <li>• ID Document<sup>1</sup> <i>(may cover or blank-off the NRIC number)</i></li> <li>• Income Document<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• ID Document<sup>1</sup> <i>(may cover or blank-off the NRIC number)</i></li> <li>• Income Document<sup>2</sup></li> </ul>
<b>Other relatives staying in the same household (if any)</b>		
<b>For married applicant</b> <b>Spouse</b>	<ul style="list-style-type: none"> <li>• ID Document<sup>1</sup> <i>(may cover or blank-off the NRIC number)</i></li> <li>• Income Document<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>• ID Document<sup>1</sup> <i>(may cover or blank-off the NRIC number)</i></li> <li>• Income Document<sup>2</sup></li> </ul>
<b>Children (if any)</b>		
<b>For loans application</b> <b>Guarantor</b>	<ul style="list-style-type: none"> <li>• ID Document<sup>1</sup> <i>(must be clear copy)</i></li> </ul>	Not Applicable

Notes:	COPY OF	
<b>1. ID Document</b>	<ul style="list-style-type: none"> <li>• NRIC (front and back) OR Birth Certificate OR 11B OR valid Passport</li> </ul> (Pls ensure copy is clear)	
<b>2. Income Document</b>	<ul style="list-style-type: none"> <li>• Employed</li> </ul>	Latest Payslip dated <b>not more than 3 months back</b> OR Latest Income Tax Notice of Assessment for <b>year of assessment</b> OR Letter from employer indicating latest income
	<ul style="list-style-type: none"> <li>• Self-employed</li> </ul>	Income Tax Notice of Assessment for <b>year of assessment</b>  ( If tax doc not available: Provide <b>both</b> Self-declaration form <sup>^</sup> + CPF Transaction History showing past 6 months transactions*)
	<ul style="list-style-type: none"> <li>• Unemployed / Housewife / Retiree / Unemployed part-time student</li> </ul>	<b>Both</b> Self-declaration form <sup>^</sup> + CPF Transaction History showing <b>past 6 months transactions*</b> OR Retirement letter  (For Grandparents aged 65 and above, submit only the Self Declaration Form. CPF doc is not required)
	<ul style="list-style-type: none"> <li>• Full Time Tertiary Student aged 25 &amp; above</li> </ul>	Document showing full-time status (e.g. Admission offer letter OR Certification Letter from school)
	<ul style="list-style-type: none"> <li>• Full Time Tertiary Student aged 24 &amp; below</li> </ul>	Student card OR Admission offer letter
	<ul style="list-style-type: none"> <li>• Pending enlistment / Enrolling into tertiary institution (aged 21 &amp; below)</li> </ul>	Self-declaration form <sup>^</sup> OR Enlistment letter OR Admission offer letter
	<ul style="list-style-type: none"> <li>• Student aged 18 &amp; below</li> </ul>	No income doc required. Only ID doc is required.
	<ul style="list-style-type: none"> <li>• NS (Full Time)</li> </ul>	11B OR Enlistment letter
	Note: @ Pay slip or Employer letter must <b>NOT</b> be dated more than 3 months back (e.g. if submitting docs in <b>Jun</b> , document to be dated EITHER Apr OR May OR Jun).  (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	
	<b>3. If parents are either divorced, separated or deceased</b> <ul style="list-style-type: none"> <li>• Divorce OR Separation document</li> <li>• 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</li> <li>• Death certificate</li> </ul> <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>	
<b>4. For married applicant</b>	<ul style="list-style-type: none"> <li>• No income document is required if the parents are not staying with applicant</li> <li>• No income document is required if spouse is divorced/separated and he/she is not staying with applicant.</li> </ul>	

### ACCEPTABLE IDENTITY CARD/PASSPORT

SINGAPOREAN



MALAYSIAN



INTERNATIONAL



\*ensure passport is still valid

### ACCEPTABLE NS IDENTITY CARD

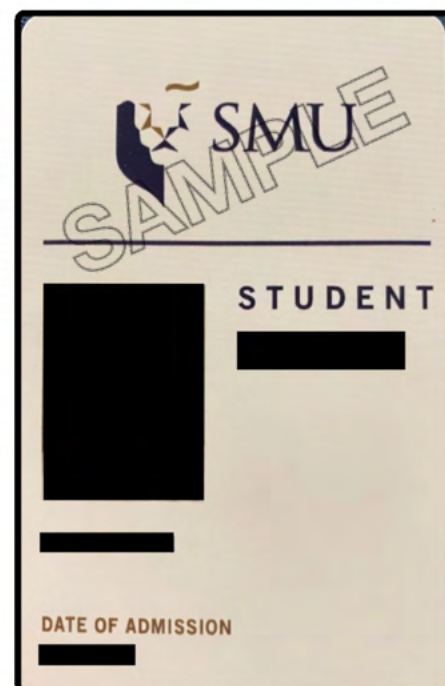


### ACCEPTABLE STUDENT CARD



Etc.

\*for siblings from the same/other Institutions





## ACCEPTABLE INCOME DOCUMENTS

Tax Reference Number :  
Date : 03 Apr 2024

Please quote the Tax Reference Number (e.g. NRIC, FIN etc.) in full when corresponding with us.

INLAND REVENUE  
AUTHORITY  
OF SINGAPORE

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### Income Tax – Notice of Assessment (Original)

**What do you need to do?**

As you are on GIRO, the tax payable will be deducted from your GIRO bank account. Please maintain **sufficient funds** in your bank account for the deduction(s). You may refer to your [GIRO Payment Plan](#) (Account > View/Cancel Payment Plan) and/or Tax Portal for more information. If your GIRO payment plan is cancelled, please pay your taxes by the due date.

#### YEAR OF ASSESSMENT 2024

+	INCOME* (S)	-	DEDUCTIONS (S)	=	CHARGEABLE INCOME (S)
	75,000.00		7,500.00		67,500.00
EMPLOYMENT	75,000.00	RELIEFS	7,500.00	TAX COMPUTATION	
		Earned Income	6,000.00	First 40,000.00	550.00
		Nonman-self/ wife/ parent	1,500.00	Next 27,500.00 @ 7%	1,925.00
				Less:	
				50% Tax Rebate	200.00
				(capped at \$200)	
				Tax Payable	
				by 27 May 2024	
				\$2,275.00	

\* All income are net after deduction of expenses.

## Notice of Assessment (NOA)

ABC Pte Ltd			
John Doe			
Pay Period: 01/01/2025 - 28/01/2025			
Payment Date: 01/02/2025			
Payment Method: Bank Transfer			
<hr/>			
<b>Earnings</b>		<b>Employer Contributions</b>	
Total Attendance Pay	\$950.00	Skill Development Levy	\$2.53
Basic Pay - \$10/h x 44h	\$440.00	Employee CPF	\$172.00
Weekend Pay - \$15/h x 24h	\$360.00	<b>Sub-total</b>	<b>\$174.53</b>
Event / PH Pay - \$15/h x 10h	\$150.00		
Overtime Pay	\$60.00	<b>Total CPF</b>	
\$12/h x 5h	\$60.00	Employer CPF	\$202.00
<b>Sub-total</b>	<b>\$1010.00</b>	Employer CPF	\$172.00
		<b>Sub-total</b>	<b>\$374.00</b>
<hr/>			
<b>Deductions</b>			
Employee CPF	\$292.00		
Self-Help Group Contribution (CDAC)	\$9.50		
<b>Sub-total</b>	<b>\$202.50</b>		
<hr/>			
<b>Net Salary</b>			
Earnings	\$1010.00		
Deductions	\$202.50		
<b>Total</b>	<b>\$807.50</b>		

## Full Month Payslip

## 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\$ \_\_\_\_\_ (Average income may be provided if income fluctuates month to month)

☐ 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/Contribution History:  
The latest transaction must not be more than 2 months old (e.g. if submitting application in Jun 2023, statement to capture transactions from EITHER Dec 2022 to May 2023 OR Jan 2023 to Jun 2023).

o One self-declaration form per family member/relative. Please make more copies if needed.

Jun2023 FT (w fcls)

# NTU Self-Declaration Form



Central  
Provident  
Fund Board  
CPF Board

CPF Account Number [REDACTED]  
02 Jan 2025 10:57 AM (Singapore Standard Time)

## Transaction history

(From 01 Nov 2023 to 02 Jan 2025)

(For All transactions)

Date	Code	For Mth/ Year of	Ref	Ordinary Account (\$)	Special Account (\$)	Medisave Account (\$)
01 Nov 2023	BAL			4,087.56	1,276.80	3,334.76
15 Nov 2023	CON	OCT 2023	A	378.52	97.90	130.58
13 Dec 2023	CON	NOV 2023	A	427.74	111.23	148.74
31 Dec 2023	INT			93.21	96.46	100.69
15 Jan 2024	CON	DEC 2023	A	532.78	149.83	187.01
14 Feb 2024	CON	JAN 2024	A	297.19	77.48	103.34
13 Mar 2024	CON	FEB 2024	A	322.51	83.96	111.99
15 Apr 2024	CON	MAR 2024	A	141.05	10.69	14.26
15 May 2024	CON	APR 2024	B	312.15	81.37	108.53
27 May 2024	CON	APR 2024	A	10.58	2.75	3.67
13 Jun 2024	CON	MAY 2024	A	8.09	2.10	2.81
14 Jun 2024	CON	MAY 2024	B	880.22	143.45	191.33
15 Jul 2024	CON	JUN 2024	B	546.49	142.48	190.03
15 Jul 2024	CON	JUN 2024	A	46.02	11.99	15.99
13 Aug 2024	CON	JUL 2024	A	11.83	3.07	4.10
15 Aug 2024	DPS			-18.00	0.00	0.00
15 Aug 2024	CON	JUL 2024	B	575.08	149.94	199.98
04 Sep 2024	CON	AUG 2024	C	392.30	102.38	136.42
23 Sep 2024	CON	AUG 2024	A	21.14	5.51	7.35
06 Sep 2024	CON	AUG 2024	B	289.10	75.37	100.53
03 Oct 2024	CON	SEP 2024	C	575.08	149.94	199.98
14 Oct 2024	CON	SEP 2024	A	50.36	13.13	17.51
05 Nov 2024	CON	OCT 2024	C	575.08	149.94	199.98
13 Nov 2024	CON	OCT 2024	A	24.88	6.48	8.64


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### CPF Transaction History (Full Pages)

### ACCEPTABLE BIRTH CERTIFICATES

CERTIFICATE NO.

**REPUBLIC OF SINGAPORE  
CERTIFICATE OF BIRTH**

CHILD'S PARTICULARS	Name
	Sex
	Date of Birth
	Time of Birth
	Place/Address of Birth
MOTHER'S PARTICULARS	Name
	NRIC/Identification Document No.
	Date of Birth
	Race
	Nationality/Citizenship
FATHER'S PARTICULARS	Name
	NRIC/Identification Document No.
	Date of Birth
	Race
	Nationality/Citizenship
For Official Use	
Date of Issue	
Notes	
This certificate is system-generated. No signature is required.	
 Access Code: For verification, scan or visit <a href="https://ips.gov.sg/ica-verify-etc">https://ips.gov.sg/ica-verify-etc</a>	

**REPUBLIC OF SINGAPORE  
CERTIFICATE OF REGISTRATION OF BIRTH**

BIRTH REGISTRATION No.

Date Registered at: **EAST SHORE HOSPITAL, SINGAPORE**

Full Name:

Sex: **FEMALE** Date of Birth: **27/04/2007** Time of Birth: **1137** Hours

Place or Address of Birth: **EAST SHORE HOSPITAL, SINGAPORE**

Name: Date of Birth: **27/06/1975**

NRIC/Identification Document No.: Race: Date of Birth: **27/06/1975**

Nationality: **SINGAPORE CITIZEN** Country of Birth: **SINGAPORE**

Address:

Name: Date of Birth: **27/06/1975**

NRIC/Identification Document No.: Race: Date of Birth: **27/06/1975**

Nationality: **SINGAPORE CITIZEN** Country of Birth: **SINGAPORE**

Address:

FOR OFFICIAL USE

**THE CHILD IS A CITIZEN OF SINGAPORE AT THE TIME OF BIRTH**

I certify that the above information given by me is correct.

30/04/2007

**MORID ALI B MOHID SOOD**

30/04/2007

Deputy Registrar of Births and Deaths

### ACCEPTABLE DEATH CERTIFICATES

**REPUBLIC OF SINGAPORE  
CERTIFICATE OF REGISTRATION OF DEATH**

DEATH REGISTRATION No.

Date Registered at: **ST. ANNE'S MEDICAL CENTRE, 100, SILVERDALE ROAD, SINGAPORE**

Full Name of Deceased:

Sex: **Male** Date of Birth: **15/04/1950**

NRIC/Identification Document No.: Race: Date of Birth: **15/04/1950**

Place or Address of Birth: **SINGAPORE GENERAL HOSPITAL, SINGAPORE**

Name: Date of Birth: **15/04/1950**

NRIC/Identification Document No.: Race: Date of Birth: **15/04/1950**

Nationality: **SINGAPORE CITIZEN** Country of Birth: **SINGAPORE**

Address:

Name: Date of Birth: **15/04/1950**

NRIC/Identification Document No.: Race: Date of Birth: **15/04/1950**

Nationality: **SINGAPORE CITIZEN** Country of Birth: **SINGAPORE**

Address:

FOR OFFICIAL USE

**THE DECEASED IS A CITIZEN OF SINGAPORE AT THE TIME OF DEATH**

I certify that the above information given by me is correct.

25/11/2007

**DR. J. J. J. J.**

25/11/2007

Deputy Registrar of Births and Deaths



## ACCEPTABLE DIVORCE CERTIFICATES

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Divorce Writ No. XX

Between

[Plaintiff's Name] (ID No. SX000000XA) *Plaintiff*

And

[Defendant's Name] (ID No. SX000000XB) *Defendant*

**CERTIFICATE OF FINAL JUDGMENT (DIVORCE)**

As no sufficient cause has been shown to the court within [to state number of months] months from the Interim Judgment granted on [to state date of Interim Judgment], why the said Interim Judgment should not be made final, it is certified that:

Divorce

- The marriage solemnized on [to state date of marriage] at [to state place of solemnization of marriage] between [to state the Plaintiff's name and ID Number], and [to state the Defendant's name and ID Number] is dissolved.
- The Interim Judgment granted on [to state date of Interim Judgment] is made final on this date.

Signed: [signature of Registrar]

Registrar: [name of Registrar]

Date: [date of order]

**دفتر فرچراین**  
**REGISTER OF DIVORCE**

نام سوامی Name of Husband: _____ نام استری Name of Wife: _____ فرچراین دلفظکن/دیکومکن The Divorce was pronounced/decreed on (date): _____ بیلاقن دان جنس طلاق Number & Nature of Talak: _____ حضانت اطفال Custody of Children: _____ سفسی Witness: _____ سفسی Witness: _____ تاریخ نکاح Date of Marriage: _____ رجسٹرڈ ات Registered at: _____	نمبر کار فہستان NRIC No.: _____ نمبر کار فہستان NRIC No.: _____ اور By _____ نفقہ منہا Nafkah Iddah: _____ نمبر کار فہستان NRIC No.: _____ نمبر کار فہستان NRIC No.: _____	دستخط Signature _____ دستخط Signature _____ دستخط Signature _____ دستخط Signature _____ دستخط Signature _____ دستخط Signature _____ دستخط Signature _____ دستخط Signature _____ دستخط Signature _____
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مهر  
Seal  
 فاضل انور فریمسٹرین  
Rahm or President, Family Court