SINGAPORE UNIVERSITY OF SOCIAL SCIENCES

FINANCIAL AID
(LAW STUDENTS)
SUPPORTING DOCUMENTS CHECKLIST

Instructions

1. Please ensure that you have submitted your online Financial Aid application together with all required supporting documents.
2. Applications without supporting documents will be deemed as incomplete and will not be processed.
3. All documents must reach Singapore University of Social Sciences by the stipulated deadline as stated on the website.

Supporting Documents Checklist

Applicant	**ID Document** ❑ NRIC (Front and Back) ❑ Deed Poll *(if applicable)* ❑ Passport and NRIC collection slip *(if your NRIC is lost)* **Income Documents** Employment Status: a) Full-Time ► Latest 3 months payslip OR Employment Letter[1] b) Self-Employed ► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ► Self-Declaration Form and past 12 months CPF contribution statements **GIRO Document** *(for Higher Education Bursary application only)* ❑ Bank Statement[2]
Spouse	**ID Document** ❑ NRIC (Front and Back) ❑ Deed Poll *(if applicable)* ❑ Passport and NRIC collection slip *(if your NRIC is lost)* **Marital Status Document** *(if married/ divorced/ separated/ widowed)* ❑ Marriage Certificate ❑ Divorce/ Separation document[2] ❑ Death Certificate **Income Documents** *(not required for married applicant if spouse is divorced/separated and he/she is not staying with applicant)* Employment Status: a) Full-Time ► Latest 3 months payslip OR Employment Letter[1] b) Self-Employed ► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ► Self-Declaration Form and past 12 months CPF contribution statements
Children	**ID Document** (aged 16 and above) ❑ NRIC (Front and Back) or 11B ❑ Deed Poll *(if applicable)* ❑ Passport and NRIC collection slip *(if your NRIC is lost)* **ID Document** (aged 15 and below) ❑ Birth Certificate **Income Documents** Employment Status: a) Full-Time ► Latest 3 months payslip OR Employment Letter[1] b) Self-Employed ► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ► Self-Declaration Form and past 12 months CPF contribution statements d) Full Time National Service (NSF) ► Latest National Service allowance payslip OR Enlistment Letter *(can be retrieved via NS portal)* e) Student aged 16 and above ► Self-Declaration Form and Student Card / Admission Offer Letter

Supporting Documents Checklist

Parents	**ID Document** ❑ NRIC (Front and Back) ❑ Deed Poll *(if applicable)* ❑ Passport and NRIC collection slip *(if your NRIC is lost)* **Marital Status Document** *(if divorced/ separated/ widowed)* ❑ Divorce/ Separation document[2] ❑ Death Certificate **Income Documents** *(not required for married applicant if the parent(s) is/are not staying with applicant)* Employment Status: a) Full-Time ► Latest 3 months payslip OR Employment Letter[1] b) Self-Employed ► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ► Self-Declaration Form and past 12 months CPF contribution statements
Siblings (Staying in the same household)	**ID Document** (aged 16 and above) ❑ NRIC (Front and Back) or 11B ❑ Deed Poll *(if applicable)* ❑ Passport and NRIC collection slip *(if your NRIC is lost)* **ID Document** (aged 15 and below) ❑ Birth Certificate **Income Documents** Employment Status: a) Full-Time ► Latest 3 months payslip OR Employment Letter[1] b) Self-Employed ► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ► Self-Declaration Form and past 12 months CPF contribution statements d) Full Time National Service (NSF) ► Latest National Service allowance payslip OR Enlistment Letter *(can be retrieved via NS portal)* e) Student aged 16 and above ► Self-Declaration Form and Student Card / Admission Offer Letter
Guardians, Grandparents and other relatives, if any (Staying in the same household)	**ID Document** ❑ NRIC (Front and Back) ❑ Deed Poll *(if applicable)* ❑ Passport and NRIC collection slip *(if your NRIC is lost)* **Income Documents** Employment Status: a) Full-Time ► Latest 3 months payslip OR Employment Letter[1] b) Self-Employed ► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ► Self-Declaration Form and past 12 months CPF contribution statements

Notes:

1. Payslip/Employment letter must **NOT** be dated more than 3 months from date of application submission. Payslip/Employment letter must bear company's name/logo indicating your full name, NRIC number and gross monthly income and allowance *(if any).*
2. Bank Statement must bear the applicant's name, bank name & bank account number. Please do not include other confidential bank details such as account balances etc.
3. Divorce/Separation document
   - If unable to produce divorce document, please submit a declaration letter indicating the name and NRIC of parents/spouse and divorce period.

SINGAPORE UNIVERSITY OF SOCIAL SCIENCES

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Self-Declaration Form

(LAW STUDENTS)

Please read these instructions carefully.

1. This form is to be completed by applicant/family members/guardian/siblings/grandparents/relatives who are of the following categories:

- Self-Employed
- Unemployed
- Employed (Part-Time)
- Employed (Freelance)
- Housewife
- Retiree
- Retrenched
- Student

2. Please submit one declaration form for each person.
3. Kindly submit the completed form(s) together with your online Financial Aid application.

I, _____ of NRIC/Passport No. : _____,

(Applicant's/Family Member's/Guardian's/Sibling's/Grandparent's/Relative's Name) (Applicant's/Family Member's/Guardian's/Sibling's/Grandparent's/ Relative's NRIC/Passport Number)

am the parent/grandparent/spouse/sibling/child/guardian/relative of student _____;

(Please delete accordingly) (Student's Name)

_____, currently enrolled in _____ for

(NRIC Number) (Programme Name)

programme academic year**:** _____**.**

(YYYY/MM)

**Semester of the Financial Aid applied for*

I declare that I am a/an:

(*Please tick one of the following options*)

- ❑ *Self-Employed*
  (to submit latest Income Tax Notice of Assessment letter & latest 3 months CPF contribution statements)
- ❑ *Unemployed*
  (to submit CPF contribution statements for the past 12 months)
- ❑ *Employed (Part Time)*
  (to submit CPF contribution statements for the past 12 months)
- ❑ *Employed (Freelance)*
  (to submit CPF contribution statements for the past 12 months)
- ❑ *Housewife*
  (to submit CPF contribution statements for the past 12 months)
- ❑ *Retiree*
  (to submit CPF contribution statements for the past 12 months)
- ❑ *Retrenched*
  (to submit CPF contribution statements for the past 12 months)
- ❑ *Student*
  (to submit student card or admission letter)

Note:

**Parents' income documents are not required for married applicant who is not staying with the parent.*

**Spouse's income documents are not required for married applicant if spouse is divorced/separated and he/she is not staying with applicant.*

I also declare that:

- ❑ *I do not have income.*
- ❑ *I do have income of a monthly gross income of S$:* _____.

I hereby declare and confirm that all information provided by me in this declaration is true and correct.

_____ _____

Signature of Applicant/Family Member/Guardian/Sibling/Grandparent/Relative Date