

FINANCIAL AID
(PART-TIME UNDERGRADUATE 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	<u>ID Document</u> ☐ NRIC (Front and Back) ☐ Deed Poll <i>(if applicable)</i> ☐ Passport and NRIC collection slip <i>(if your NRIC is lost)</i> <u>Income Documents</u> Employment Status: <table border="0"> <tr> <td style="vertical-align: top;">a) Full-Time</td><td style="vertical-align: top;">▶ Latest Income Tax Notice of Assessment¹ <u>and</u> latest 12 months CPF transaction history statements¹</td></tr> <tr> <td style="vertical-align: top;">b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched</td><td style="vertical-align: top;">▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements</td></tr> </table> <u>GIRO Document</u> <i>(for Higher Education Bursary application only)</i> ☐ Bank Statement³	a) Full-Time	▶ Latest Income Tax Notice of Assessment ¹ <u>and</u> latest 12 months CPF transaction history statements ¹	b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched	▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements				
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b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched	▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements								
Spouse	<u>ID Document</u> ☐ NRIC (Front and Back) ☐ Deed Poll <i>(if applicable)</i> ☐ Passport and NRIC collection slip <i>(if your NRIC is lost)</i> <u>Marital Status Document</u> <i>(if married/ divorced/ separated/ widowed)</i> ☐ Marriage Certificate ☐ Divorce/ Separation document⁴ ☐ Death Certificate <u>Income Documents</u> <i>(not required for married applicant if spouse is divorced/separated and he/she is not staying with applicant)</i> Employment Status: <table border="0"> <tr> <td style="vertical-align: top;">a) Full-Time</td><td style="vertical-align: top;">▶ Latest Income Tax Notice of Assessment¹ <u>and</u> latest 12 months CPF transaction history statements¹</td></tr> <tr> <td style="vertical-align: top;">b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched</td><td style="vertical-align: top;">▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements</td></tr> </table>	a) Full-Time	▶ Latest Income Tax Notice of Assessment ¹ <u>and</u> latest 12 months CPF transaction history statements ¹	b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched	▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements				
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Children	<u>ID Document</u> (aged 16 and above) ☐ NRIC (Front and Back) or 11B ☐ Deed Poll <i>(if applicable)</i> ☐ Passport and NRIC collection slip <i>(if your NRIC is lost)</i> <u>ID Document</u> (aged 15 and below) ☐ Birth Certificate <u>Income Documents</u> Employment Status: <table border="0"> <tr> <td style="vertical-align: top;">a) Full-Time</td><td style="vertical-align: top;">▶ Latest Income Tax Notice of Assessment¹ <u>and</u> latest 12 months CPF transaction history statements¹</td></tr> <tr> <td style="vertical-align: top;">b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched</td><td style="vertical-align: top;">▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements</td></tr> <tr> <td style="vertical-align: top;">c) Full Time National Service (NSF)</td><td style="vertical-align: top;">▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter² <i>(can be retrieved via NS portal)</i></td></tr> <tr> <td style="vertical-align: top;">d) Student aged 16 and above</td><td style="vertical-align: top;">▶ - Full time student: Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter² - Part time student: Self-Declaration Form, Student Card / Admission Offer Letter² <u>and</u> Income Documents <i>(based on your employment status)</i></td></tr> </table>	a) Full-Time	▶ Latest Income Tax Notice of Assessment ¹ <u>and</u> latest 12 months CPF transaction history statements ¹	b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched	▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements	c) Full Time National Service (NSF)	▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter ² <i>(can be retrieved via NS portal)</i>	d) Student aged 16 and above	▶ - Full time student: Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter ² - Part time student: Self-Declaration Form, Student Card / Admission Offer Letter ² <u>and</u> Income Documents <i>(based on your employment status)</i>
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d) Student aged 16 and above	▶ - Full time student: Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter ² - Part time student: Self-Declaration Form, Student Card / Admission Offer Letter ² <u>and</u> Income Documents <i>(based on your employment status)</i>								

Supporting Documents Checklist

Parents	<u>ID Document</u> ☐ NRIC (Front and Back) ☐ Deed Poll <i>(if applicable)</i> ☐ Passport and NRIC collection slip <i>(if your NRIC is lost)</i> <u>Marital Status Document</u> <i>(if divorced/ separated/ widowed)</i> ☐ Divorce/ Separation document⁴ ☐ Death Certificate <u>Income Documents</u> <i>(not required for married applicant if the parent(s) is/are not staying with applicant)</i> Employment Status: a) Full-Time ▶ Latest Income Tax Notice of Assessment¹ <u>and</u> latest 12 months CPF transaction history statements¹ b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements
Siblings (Staying in the same household)	<u>ID Document</u> (aged 16 and above) ☐ NRIC (Front and Back) or 11B ☐ Deed Poll <i>(if applicable)</i> ☐ Passport and NRIC collection slip <i>(if your NRIC is lost)</i> <u>ID Document</u> (aged 15 and below) ☐ Birth Certificate <u>Marital Status Document</u> <i>(if divorced/ separated/ widowed)</i> ☐ Divorce/ Separation document⁴ ☐ Death Certificate <u>Income Documents</u> Employment Status: a) Full-Time ▶ Latest Income Tax Notice of Assessment¹ <u>and</u> latest 12 months CPF transaction history statements¹ b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements c) Full Time National Service (NSF) ▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter² <i>(can be retrieved via NS portal)</i> d) Student aged 16 and above ▶ - Full time student: Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter² - Part time student: Self-Declaration Form, Student Card / Admission Offer Letter² <u>and</u> Income Documents <i>(based on your employment status)</i>
Guardians, Grandparents and other relatives, if any⁵ (Staying in the same household)	<u>ID Document</u> ☐ NRIC (Front and Back) ☐ Deed Poll <i>(if applicable)</i> ☐ Passport and NRIC collection slip <i>(if your NRIC is lost)</i> <u>Income Documents</u> Employment Status: a) Full-Time ▶ Latest Income Tax Notice of Assessment¹ <u>and</u> latest 12 months CPF transaction history statements¹ b) Self-Employed/Unemployed/ Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 12 months CPF transaction history statements

Notes:

¹To download a guide on retrieving CPF Transaction History Statements and IRAS Notice of Assessment, please click [here](#).

²All letters submitted must NOT be dated more than 3 months from date of application submission, i.e. admission offer letters and NS enlistment letters are only accepted if the individual (student or family member) has been enrolled in school or enlisted for NS within 3 months from application.

³Bank Statement must bear the applicant's name, bank name and bank account number. Please do not include other confidential bank details such as account balances etc.

⁴Divorce/Separation document

- If you are unable to produce the divorce document, please submit a signed declaration letter indicating the name(s) and NRIC(s) of parents/ spouse and the period in which the divorce was finalised.

⁵For Visit Pass/ Student Pass holders staying in the same household, please submit proof of them staying at the same residential address as applicant.

Example: digital pass version, latest bank statement, any latest bills/ official documents with address reflected.

CONFIDENTIAL
Self-Declaration Form

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

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 _____
(NRIC Number) (Programme Name)

I declare that I am a/an:

(Please tick one of the following options)

☐ **Self-Employed** *For example: Insurance Agent, Property Agent, Taxi*

Driver, Food Delivery Rider, Business Owner

(to submit latest Income Tax Notice of Assessment letter & latest 12 months CPF transaction history statements)

☐ **Unemployed**

(to submit latest Income Tax Notice of Assessment letter & latest 12 months CPF transaction history statements)

☐ **Employed (Part Time)**

(to submit latest Income Tax Notice of Assessment letter & latest 12 months CPF transaction history statements)

☐ **Employed (Freelance)**

(to submit latest Income Tax Notice of Assessment letter & latest 12 months CPF transaction history statements)

☐ **Housewife**

(to submit latest Income Tax Notice of Assessment letter & latest 12 months CPF transaction history statements)

☐ **Retiree**

(to submit latest Income Tax Notice of Assessment letter & latest 12 months CPF transaction history statements)

☐ **Retrenched**

(to submit latest Income Tax Notice of Assessment letter & latest 12 months CPF transaction history statements)

☐ **Student**

(full-time student to submit student card / admission letter)

(part-time student to submit student card / admission letter & income documents)

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