

STUDY LOAN (LAW STUDENTS) SUPPORTING DOCUMENTS CHECKLIST

Instructions

1. The MOE Study Loan (SL) is a means-tested Government loan scheme, and complements the Tuition Fee Loan (TFL). The SL provides loans to cover up to the remaining 10% of tuition fees not covered by the TFL. It does not cover any other miscellaneous fees.
2. Please ensure that you have submitted your online Study Loan application together with all required supporting documents.
3. Applications without supporting documents will be deemed as incomplete and will not be processed.
4. All documents must reach Singapore University of Social Sciences by the stipulated deadline[#].

Application Period [#]

1 September to 30 November

Notification Date

Within 7 working days of your TFL approval from DBS Bank

Supporting Documents Checklist

Applicant	<p><u>ID Document</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) <input type="checkbox"/> Deed Poll (<i>if applicable</i>) <input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>) <p><u>Income Documents</u></p> <p>Employment Status:</p> <p>a) Full-Time <input checked="" type="checkbox"/> Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter²</p> <p>b) Self-Employed <input checked="" type="checkbox"/> Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³</p> <p>c) Unemployed/Part-Time/Freelance <input checked="" type="checkbox"/> Self-Declaration Form <u>and</u> past 12 months CPF contribution statements Housewife/Retiree/Retrenched</p>
Guarantor	<p><u>ID Document</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back)
Spouse	<p><u>ID Document</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) <input type="checkbox"/> Deed Poll (<i>if applicable</i>) <input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>) <p><u>Marital Status Document</u> (<i>if married/ divorced/ separated/ widowed</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Divorce/ Separation document⁴ <input type="checkbox"/> Death Certificate <p><u>Income Documents</u> (<i>not required for married applicant if spouse is divorced/separated and he/she is not staying with applicant</i>)</p> <p>Employment Status:</p> <p>a) Full-Time <input checked="" type="checkbox"/> Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter²</p> <p>b) Self-Employed <input checked="" type="checkbox"/> Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³</p> <p>c) Unemployed/Part-Time/Freelance <input checked="" type="checkbox"/> Self-Declaration Form <u>and</u> past 12 months CPF contribution statements Housewife/Retiree/Retrenched</p>
Children	<p><u>ID Document</u> (aged 16 and above)</p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) or 11B <input type="checkbox"/> Deed Poll (<i>if applicable</i>) <input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>) <p><u>ID Document</u> (aged 15 and below)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <p><u>Income Documents</u></p> <p>Employment Status:</p> <p>a) Full-Time <input checked="" type="checkbox"/> Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter²</p> <p>b) Self-Employed <input checked="" type="checkbox"/> Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³</p> <p>c) Unemployed/Part-Time/Freelance <input checked="" type="checkbox"/> 6HOIHFOUDUDWLRJRPDPGSDVWPRWKV&3)ERWULEWLRMWDWHPHWV Housewife/Retiree/Retrenched</p> <p>d) Full Time National Service (NSF) <input checked="" type="checkbox"/> Latest National Service allowance payslip <u>OR</u> Enlistment Letter² (<i>can be retrieved via NS portal</i>)</p> <p>e) Student aged 16 and above <input checked="" type="checkbox"/> Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter²</p>

Supporting Documents Checklist

<p>Parents</p>	<p>ID Document</p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) <input type="checkbox"/> Deed Poll (<i>if applicable</i>) <input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>) <p>Marital Status Document (<i>if divorced/ separated/ widowed</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Divorce/ Separation document⁴ <input type="checkbox"/> Death Certificate <p>Income Documents (<i>not required for married applicant if the parent are not staying with applicant</i>)</p> <p>Employment Status:</p> <p>a) Full-Time ▶ Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter²</p> <p>b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³</p> <p>c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form and past 12 months CPF contribution statements</p>
<p>Siblings (Staying in the same household)</p>	<p>ID Document (aged 16 and above)</p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) or 11B <input type="checkbox"/> Deed Poll (<i>if applicable</i>) <input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>) <p>ID Document (aged 15 and below)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <p>Income Documents</p> <p>Employment Status:</p> <p>a) Full-Time ▶ Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter²</p> <p>b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³</p> <p>c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form and past 12 months CPF contribution statements</p> <p>d) Full Time National Service (NSF) ▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter² (<i>can be retrieved via NS portal</i>)</p> <p>e) Student aged 16 and above ▶ Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter²</p>
<p>Guardians, Grandparents and other relatives, if any (Staying in the same household)</p>	<p>ID Document</p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) <input type="checkbox"/> Deed Poll (<i>if applicable</i>) <input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>) <p>Income Documents</p> <p>Employment Status:</p> <p>a) Full-Time ▶ Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter²</p> <p>b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³</p> <p>c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form and past 12 months CPF contribution statements</p>

Notes:

¹For example, for applications submitted in September 2022, payslips must be dated June 2022, July 2022 & August 2022.

²All letters submitted **must NOT be dated more than 3 months** from date of application submission, i.e. employment verification letters, admission offer letters and NS enlistment letters are only accepted if the individual (student or family member) has been employed at current job, enrolled in school or enlisted for NS within 3 months from application. Employment letter must bear company's name/logo indicating your full name, NRIC number and gross monthly income and allowance (*if any*).

³To download a guide on retrieving CPF Contribution Statements and IRAS Notice of Assessment, please click [here](#).

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.

CONFIDENTIAL
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 Study Loan application form.

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)

I declare that I am a/an:

(Please tick one of the following options)

- | | |
|--|--|
| <input type="checkbox"/> Self-Employed
(to submit latest Income Tax Notice of Assessment letter & latest 3 months CPF contribution statements) | <input type="checkbox"/> Housewife
(to submit CPF contribution statements for the past 12 months) |
| <input type="checkbox"/> Unemployed
(to submit CPF contribution statements for the past 12 months) | <input type="checkbox"/> Retiree
(to submit CPF contribution statements for the past 12 months) |
| <input type="checkbox"/> Employed (Part Time)
(to submit CPF contribution statements for the past 12 months) | <input type="checkbox"/> Retrenched
(to submit CPF contribution statements for the past 12 months) |
| <input type="checkbox"/> Employed (Freelance)
(to submit CPF contribution statements for the past 12 months) | <input type="checkbox"/> 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