

**STUDY LOAN**  
**(PART-TIME UNDERGRADUATE STUDENTS)**  
**SUPPORTING DOCUMENTS CHECKLIST**

**Instructions**

1. The 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.
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<sup>#</sup>.

Semester	Application Period <sup>#</sup>	Notification Date
July Semester	1 March to 31 May	Within 7 working days of your TFL approval from DBS Bank
January Semester	1 September to 30 November	Within 7 working days of your TFL approval from DBS Bank

**Supporting Documents Checklist**

<b>Applicant</b>	<p><b><u>ID Document</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC (Front and Back)</li> <li><input type="checkbox"/> Deed Poll (<i>if applicable</i>)</li> <li><input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>)</li> </ul> <p><b><u>Income Documents</u></b></p> <p>Employment Status:</p> <ul style="list-style-type: none"> <li>a) Full-Time <span style="float: right;">▶ Latest 3 consecutive months payslip<sup>1</sup> <u>OR</u> Employment Verification Letter<sup>2</sup></span></li> <li>b) Self-Employed <span style="float: right;">▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements<sup>3</sup></span></li> <li>c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched <span style="float: right;">▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements</span></li> </ul>
<b>Guarantor</b>	<p><b><u>ID Document</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC (Front and Back)</li> </ul>
<b>Spouse</b>	<p><b><u>ID Document</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC (Front and Back)</li> <li><input type="checkbox"/> Deed Poll (<i>if applicable</i>)</li> <li><input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>)</li> </ul> <p><b><u>Marital Status Document</u></b> (<i>if married/ divorced/ separated/ widowed</i>)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Marriage Certificate</li> <li><input type="checkbox"/> Divorce/ Separation document<sup>4</sup></li> <li><input type="checkbox"/> Death Certificate</li> </ul> <p><b><u>Income Documents</u></b></p> <p>(<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> <ul style="list-style-type: none"> <li>a) Full-Time <span style="float: right;">▶ Latest 3 consecutive months payslip<sup>1</sup> <u>OR</u> Employment Verification Letter<sup>2</sup></span></li> <li>b) Self-Employed <span style="float: right;">▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements<sup>3</sup></span></li> <li>c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched <span style="float: right;">▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements</span></li> </ul>
<b>Children</b>	<p><b><u>ID Document</u></b> (aged 16 and above)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC (Front and Back) or 11B</li> <li><input type="checkbox"/> Deed Poll (<i>if applicable</i>)</li> <li><input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>)</li> </ul> <p><b><u>ID Document</u></b> (aged 15 and below)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate</li> </ul> <p><b><u>Income Documents</u></b></p> <p>Employment Status:</p> <ul style="list-style-type: none"> <li>a) Full-Time <span style="float: right;">▶ Latest 3 consecutive months payslip<sup>1</sup> <u>OR</u> Employment Verification Letter<sup>2</sup></span></li> <li>b) Self-Employed <span style="float: right;">▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements<sup>3</sup></span></li> <li>c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched <span style="float: right;">▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements</span></li> <li>d) Full Time National Service (NSF) <span style="float: right;">▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter<sup>2</sup> (<i>can be retrieved via NS portal</i>)</span></li> <li>e) Student aged 16 and above <span style="float: right;">▶ Self-Declaration Form and Student Card / Admission Offer Letter<sup>2</sup></span></li> </ul>

## Supporting Documents Checklist

<p><b>Parents</b></p>	<p><b>ID Document</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC (Front and Back)</li> <li><input type="checkbox"/> Deed Poll (<i>if applicable</i>)</li> <li><input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>)</li> </ul> <p><b>Marital Status Document</b> (<i>if divorced/ separated/ widowed</i>)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Divorce/ Separation document<sup>4</sup></li> <li><input type="checkbox"/> Death Certificate</li> </ul> <p><b>Income Documents</b> (<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 payslip<sup>1</sup> <u>OR</u> Employment Verification Letter<sup>2</sup></p> <p>b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements<sup>2</sup></p> <p>c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements</p>
<p><b>Siblings</b> (Staying in the same household)</p>	<p><b>ID Document</b> (aged 16 and above)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC (Front and Back) or 11B</li> <li><input type="checkbox"/> Deed Poll (<i>if applicable</i>)</li> <li><input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>)</li> </ul> <p><b>ID Document</b> (aged 15 and below)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Birth Certificate</li> </ul> <p><b>Income Documents</b></p> <p>Employment Status:</p> <p>a) Full-Time ▶ Latest 3 consecutive months payslip<sup>1</sup> <u>OR</u> Employment Verification Letter<sup>2</sup></p> <p>b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements<sup>3</sup></p> <p>c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements</p> <p>d) Full Time National Service (NSF) ▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter<sup>2</sup> (<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 Letter<sup>2</sup></p>
<p><b>Guardians, Grandparents and other relatives, if any</b> (Staying in the same household)</p>	<p><b>ID Document</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NRIC (Front and Back)</li> <li><input type="checkbox"/> Deed Poll (<i>if applicable</i>)</li> <li><input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>)</li> </ul> <p><b>Income Documents</b></p> <p>Employment Status:</p> <p>a) Full-Time ▶ Latest 3 consecutive months payslip<sup>1</sup> <u>OR</u> Employment Verification Letter<sup>2</sup></p> <p>b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements<sup>3</sup></p> <p>c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements</p>

### Notes:

<sup>1</sup>For example, for applications submitted in February 2022, payslips must be dated November 2021, December 2021 & January 2022.

<sup>2</sup>All 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).

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

<sup>4</sup>Divorce/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**  
**(PART-TIME UNDERGRADUATE 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 join intake: \_\_\_\_\_.

(YYYY/MM)

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