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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Period</th>
<th>Notification Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Semester</td>
<td>1 March to 22 June</td>
<td>Within 7 working days of your TFL approval from DBS Bank</td>
</tr>
<tr>
<td>January Semester</td>
<td>1 September to 7 December</td>
<td>Within 7 working days of your TFL approval from DBS Bank</td>
</tr>
</tbody>
</table>

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:
    - Full-Time: Latest 3 consecutive months payslip OR Employment Verification Letter
    - Self-Employed: Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements
    - Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched: Self-Declaration Form and past 12 months CPF contribution statements

**Guarantor**
- **ID Document**
  - NRIC (Front and Back)

**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
  - Death Certificate

- **Income Documents**
  - Employment Status:
    - Full-Time: Latest 3 consecutive months payslip OR Employment Verification Letter
    - Self-Employed: Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements
    - 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:
    - Full-Time: Latest 3 consecutive months payslip OR Employment Verification Letter
    - Self-Employed: Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements
    - Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched: Self-Declaration Form and past 12 months CPF contribution statements
    - Full Time National Service (NSF): Latest National Service allowance payslip OR Enlistment Letter (can be retrieved via NS portal)
    - Student aged 16 and above: Full time student: Self-Declaration Form and Student Card / Admission Offer Letter
      Part time student: Self-Declaration Form and Student Card / Admission Offer Letter and Income Documents (based on employment status)
### Supporting Documents Checklist

#### Parents

<table>
<thead>
<tr>
<th>ID Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ NRIC (Front and Back)</td>
</tr>
<tr>
<td>☐ Deed Poll (if applicable)</td>
</tr>
<tr>
<td>☐ Passport and NRIC collection slip (if your NRIC is lost)</td>
</tr>
</tbody>
</table>

**Marital Status Document** (if divorced/ separated/ widowed)

<table>
<thead>
<tr>
<th>ID Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Divorce/ Separation document*</td>
</tr>
<tr>
<td>☐ Death Certificate</td>
</tr>
</tbody>
</table>

**Income Documents**

(not required for married applicant if the parent(s) is/are not staying with applicant)

- **Employment Status:**
  
  a) Full-Time
  
  - Latest 3 consecutive months payslip¹ OR Employment Verification Letter²

  b) Self-Employed
  
  - Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements³

  c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched
  
  - Self-Declaration Form and past 12 months CPF contribution statements

#### Siblings³

(Staying in the same household)

<table>
<thead>
<tr>
<th>ID Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ NRIC (Front and Back) or 11B</td>
</tr>
<tr>
<td>☐ Passport and NRIC collection slip (if your NRIC is lost)</td>
</tr>
</tbody>
</table>

**Income Documents**

- **Employment Status:**
  
  a) Full-Time
  
  - Latest 3 consecutive months payslip¹ OR Employment Verification Letter²

  b) Self-Employed
  
  - Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements³

  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 Letter² (can be retrieved via NS portal)

  e) Student aged 16 and above
  
  - Full time student: Self-Declaration Form and Student Card / Admission Offer Letter²
  
  Part time student: Self-Declaration Form and Student Card / Admission Offer Letter² and Income Documents (based on employment status)

#### Guardians, Grandparents and other relatives, if any

(Staying in the same household)

<table>
<thead>
<tr>
<th>ID Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ NRIC (Front and Back)</td>
</tr>
<tr>
<td>☐ Deed Poll (if applicable)</td>
</tr>
<tr>
<td>☐ Passport and NRIC collection slip (if your NRIC is lost)</td>
</tr>
</tbody>
</table>

**Income Documents**

- **Employment Status:**
  
  a) Full-Time
  
  - Latest 3 consecutive months payslip¹ OR Employment Verification Letter²

  b) Self-Employed
  
  - Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF contribution statements³

  c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched
  
  - Self-Declaration Form and past 12 months CPF contribution statements

### 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](#).

*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.

⁵For married siblings, ID & income documents are required for spouses of siblings who may or may not be staying in the same household as applicant.

⁶For 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
(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)
- Retrenched
- Housewife
- Student
- Retiree
- Housewife
- Student
- Retiree

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 _____________________________ programme
(NRIC Number) (Programme Name)
join intake: ____________________________ .
(YYYY/MM)

I declare that I am a/an:
(Please tick one of the following options)

☐ Self-Employed (For example: Insurance Agent, Property Agent, Taxi Driver, Business Owner)
   (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)

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 ____________________________