

**OCTAVA FOUNDATION STUDY AWARD**  
**(FULL-TIME UNDERGRADUATE STUDENTS)**  
**SUPPORTING DOCUMENTS CHECKLIST**

**Instructions**

1. Please ensure that you have submitted your Octava Foundation Study Award application online 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.

**Supporting Documents Checklist**

<p><b>Applicant</b></p>	<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"/> Birth Certificate</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>Parents</b></p>	<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 divorced/ separated/ widowed</i>)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Divorce/ Separation document<sup>2</sup></li> <li><input type="checkbox"/> Death Certificate</li> </ul> <p><b><u>Income Documents</u></b> (<i>not required for married applicant if the parent are 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 months payslip <u>OR</u> Employment Letter<sup>1</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</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>
<p><b>Siblings</b> (Staying in the same household)</p>	<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 months payslip <u>OR</u> Employment Letter<sup>1</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</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 (<i>can be retrieved via NS portal</i>)</span></li> <li>e) Student aged 16 and above <span style="float: right;">▶ Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter</span></li> </ul>

## Supporting Documents Checklist

<p><b>Guardians, Grandparents and other relatives, if any</b> (Staying in the same household)</p>	<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 ▶ Latest 3 months payslip <u>OR</u> Employment Letter<sup>1</sup></li> <li>b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements</li> <li>c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements</li> </ul>
<p><b>Spouse</b></p>	<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>2</sup></li> <li><input type="checkbox"/> Death Certificate</li> </ul> <p><b><u>Income Documents</u></b> (<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 ▶ Latest 3 months payslip <u>OR</u> Employment Letter<sup>1</sup></li> <li>b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements</li> <li>c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements</li> </ul>
<p><b>Children</b></p>	<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 ▶ Latest 3 months payslip <u>OR</u> Employment Letter<sup>1</sup></li> <li>b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements</li> <li>c) Unemployed/Part-Time/Freelance Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements</li> <li>d) Full Time National Service (NSF) ▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter (<i>can be retrieved via NS portal</i>)</li> <li>e) Student aged 16 and above ▶ Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter</li> </ul>

### 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. 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.

**CONFIDENTIAL**  
**Self-Declaration Form**  
**(FULL-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 Octava Foundation Study Award 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"/> <b>Self-Employed</b><br><i>(to submit latest Income Tax Notice of Assessment letter &amp; latest 3 months CPF contribution statements)</i> | <input type="checkbox"/> <b>Housewife</b><br><i>(to submit CPF contribution statements for the past 12 months)</i>  |
| <input type="checkbox"/> <b>Unemployed</b><br><i>(to submit CPF contribution statements for the past 12 months)</i>   | <input type="checkbox"/> <b>Retiree</b><br><i>(to submit CPF contribution statements for the past 12 months)</i>    |
| <input type="checkbox"/> <b>Employed (Part Time)</b><br><i>(to submit CPF contribution statements for the past 12 months)</i>                                       | <input type="checkbox"/> <b>Retrenched</b><br><i>(to submit CPF contribution statements for the past 12 months)</i> |
| <input type="checkbox"/> <b>Employed (Freelance)</b><br><i>(to submit CPF contribution statements for the past 12 months)</i>                                       | <input type="checkbox"/> <b>Student</b><br><i>(to submit student card or admission letter)</i>                      |

**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