

**FINANCIAL AID**  
**(PART-TIME UNDERGRADUATE STUDENTS)**  
**SUPPORTING DOCUMENTS CHECKLIST**

**Instructions**

- Please ensure that you submit your online Financial Aid (MOE Bursary and/or Study Grant) application together with all required supporting documents.
- Applications without supporting documents will be deemed as incomplete and will not be processed.
- All documents must reach Singapore University of Social Sciences by the stipulated deadline<sup>#</sup>.

Semester	Application Period <sup>#</sup>	Notification Date	Disbursement Date
July Semester	1 February to 31 March	End May	End August
January Semester	1 August to 30 September	End November	End February

**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 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><u>GIRO Document</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bank Statement<sup>2</sup></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>3</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 <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>
<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 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>

	d) Full Time National Service (NSF)	▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter <i>(can be retrieved via NS portal)</i>
	e) Student aged 16 and above	▶ Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter

## Supporting Documents Checklist

<b>Parents</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 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 ▶ 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>
	<b>Siblings</b> (Staying in the same household)
<b>Guardians, Grandparents and other relatives, if any</b> (Staying in the same household)	<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>

### 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. Bank Statement must bear the applicant's name, bank name & bank account number. Please **do not include** other confidential bank details such as account balances etc.
3. 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**  
**(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 MOE Bursary and/or Study Grant 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)*

- |   |   |
|---|---|
| <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