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

**Instruction**
Please ensure that you have submitted your online Financial Aid (MOE Bursary and/or Study Grant) application together with all your supporting documents. All documents must reach Singapore University of Social Sciences by the stipulated deadline.  

<table>
<thead>
<tr>
<th>Relationship to Applicant</th>
<th>Supporting Documents required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>● ID Documents ● Income Document</td>
</tr>
<tr>
<td>Spouse</td>
<td>● ID Documents ● Income Document ● Marriage Certificate</td>
</tr>
</tbody>
</table>
| Parents                   | ● ID Documents ● Income Document ● Divorce or Death Certificate *(if applicable)*  
  ➢ To submit a declaration letter if unable to produce divorce certificate. |
| Guardian (if any) (Staying in the same household) | ● ID Documents ● Income Document |
| Siblings (Staying in the same household) | ● ID Documents ● Income Document ● Birth Certificate |
| Children                  | ● ID Documents ● Income Document ● Birth Certificate |
| Grandparents and other relatives (Staying in the same household) | ● ID Documents ● Income Document |

**ID Document**
- A clear copy of NRIC (Front and Back) for aged 15 years old and above,  
- Birth Certificate (for siblings and children),  
- A copy of deed poll (if applicable),  
- A copy of Passport and police report (if your NRIC is lost)

**Income Document**
(apply to applicant/family members/guardian/siblings/grandparents/relatives declared in the financial aid application)
- Employed - Submit latest copy of payslip, or  
  - Letter from Employer stating latest gross monthly income, or  
  - A copy of Income Tax Notice of Assessment or IR8A/E  
- Self-Employed - A copy of Income Tax Notice of Assessment (if any)  
  - A copy of Self-Declaration form  
- Housewife/Retiree/Retrenched - A copy of Self-Declaration form  
- Unemployed - A copy of Self-Declaration form  
  - CPF contribution statements for the past 12 months  
- NSF - A copy of Self-Declaration form  
- Student aged 16 and above - A copy of Self-Declaration form  
  - A copy either a student card or admission offer letter  
- Student aged 15 and below - Birth Certificate

**Notes**
1. Payslip or Letter from Employer must NOT be dated more than 3 months back from point of submitting application.  
2. Please do NOT submit CPF statement except for Unemployed  
3. Year of Assessment must be for the same year as application.  
4. Income documents are required for Parents regardless if they are staying in the same household with the applicant, exception applies if they are either divorced or deceased.  
5. The address declaration form will need to be completed by applicant/family members/guardian/siblings/grandparents/relatives who are staying in the same household but have different residential address reflected in their NRIC.

**APPLICATION & NOTIFICATION DATES**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Period</th>
<th>Notification Date</th>
<th>Disbursement Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>July Semester</td>
<td>1 February to 31 March</td>
<td>End May</td>
<td>Mid August</td>
</tr>
<tr>
<td>January Semester</td>
<td>1 August to 30 September</td>
<td>End November</td>
<td>Mid February</td>
</tr>
</tbody>
</table>
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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/elders/relatives who are of the following category.
   - Student
   - NSF
   - Self-employed
   - Unemployed
   - Retired
   - Housewife
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. : ____________________,
(Please tick one of the following options)

- Housewife
- NS Men
- Retiree
- Student (to submit student card or admission letter)
- Self-Employed
- Unemployed (to submit CPF contribution statements for the past 12 months)

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
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Self-Declaration Form
(For address only)

Please read these instructions carefully.
1. This form is to be completed by applicant/family members/guardian/siblings/grandparents/relatives who are staying in the same household but have different residential address reflected in the NRIC.
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/FIN 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)

_____________________. I declare that I am staying in ____________________________
(NRIC Number)

(Full Residential Address)

and is supporting/supported by the family.

The reason for a different NRIC address is because:
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

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