

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

Instructions

- Please ensure that you have submitted your online Financial Aid 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 as stated on the [website](#).

Supporting Documents Checklist

<p>Applicant</p>	<p><u>ID Document</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) <input type="checkbox"/> Deed Poll <i>(if applicable)</i> <input type="checkbox"/> Passport and NRIC collection slip <i>(if your NRIC is lost)</i> <p><u>Income Documents</u></p> <p>Employment Status:</p> <ul style="list-style-type: none"> a) Full-Time ▶ Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter² b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³ c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements <p><u>GIRO Document</u> <i>(for Higher Education Bursary application only)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Bank Statement⁴
<p>Spouse</p>	<p><u>ID Document</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) <input type="checkbox"/> Deed Poll <i>(if applicable)</i> <input type="checkbox"/> Passport and NRIC collection slip <i>(if your NRIC is lost)</i> <p><u>Marital Status Document</u> <i>(if married/ divorced/ separated/ widowed)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Divorce/ Separation document⁵ <input type="checkbox"/> Death Certificate <p><u>Income Documents</u></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"> a) Full-Time ▶ Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter² b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³ c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements
<p>Children</p>	<p><u>ID Document</u> (aged 16 and above)</p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) or 11B <input type="checkbox"/> Deed Poll <i>(if applicable)</i> <input type="checkbox"/> Passport and NRIC collection slip <i>(if your NRIC is lost)</i> <p><u>ID Document</u> (aged 15 and below)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <p><u>Income Documents</u></p> <p>Employment Status:</p> <ul style="list-style-type: none"> a) Full-Time ▶ Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter² b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³ c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements d) Full Time National Service (NSF) ▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter² <i>(can be retrieved via NS portal)</i> e) Student aged 16 and above ▶ - Full time student: Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter² - Part time student: Self-Declaration Form, Student Card / Admission Offer Letter² <u>and</u> Income Documents <i>(based on your employment status)</i>

Supporting Documents Checklist

<p>Parents</p>	<p><u>ID Document</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) <input type="checkbox"/> Deed Poll (<i>if applicable</i>) <input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>) <p><u>Marital Status Document</u> (<i>if divorced/ separated/ widowed</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Divorce/ Separation document⁵ <input type="checkbox"/> Death Certificate <p><u>Income Documents</u> (<i>not required for married applicant if the parent(s) is/are not staying with applicant</i>)</p> <p>Employment Status:</p> <ul style="list-style-type: none"> a) Full-Time ▶ Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter² b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³ c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements
<p>Siblings⁶ (Staying in the same household)</p>	<p><u>ID Document</u> (aged 16 and above)</p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) or 11B <input type="checkbox"/> Deed Poll (<i>if applicable</i>) <input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>) <p><u>ID Document</u> (aged 15 and below)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Certificate <p><u>Marital Status Document</u> (<i>if divorced/ separated/ widowed</i>)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Divorce/ Separation document⁵ <input type="checkbox"/> Death Certificate <p><u>Income Documents</u></p> <p>Employment Status:</p> <ul style="list-style-type: none"> a) Full-Time ▶ Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter² b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³ c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements d) Full Time National Service (NSF) ▶ Latest National Service allowance payslip <u>OR</u> Enlistment Letter² (<i>can be retrieved via NS portal</i>) e) Student aged 16 and above ▶ - Full time student: Self-Declaration Form <u>and</u> Student Card / Admission Offer Letter² - Part time student: Self-Declaration Form, Student Card / Admission Offer Letter² <u>and</u> Income Documents (<i>based on your employment status</i>)
<p>Guardians, Grandparents and other relatives, if any⁷ (Staying in the same household)</p>	<p><u>ID Document</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> NRIC (Front and Back) <input type="checkbox"/> Deed Poll (<i>if applicable</i>) <input type="checkbox"/> Passport and NRIC collection slip (<i>if your NRIC is lost</i>) <p><u>Income Documents</u></p> <p>Employment Status:</p> <ul style="list-style-type: none"> a) Full-Time ▶ Latest 3 consecutive months payslip¹ <u>OR</u> Employment Verification Letter² b) Self-Employed ▶ Self-Declaration Form with latest Income Tax Notice of Assessment <u>and</u> latest 3 months CPF contribution statements³ c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched ▶ Self-Declaration Form <u>and</u> past 12 months CPF contribution statements

Notes:

¹For example, for applications submitted in February 2022, payslips must be dated November 2021, December 2021 & January 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](#).

⁴Bank Statement must bear the applicant's name, bank name and bank account number. Please **do not include** other confidential bank details such as account balances etc.

⁵Divorce/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.

⁶For married siblings, ID & income documents are required for spouses of siblings who may or may not be staying in the same household as applicant.

⁷For 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)
- Housewife
- Retiree
- Retrenched
- Student

2. Please submit one declaration form for each person.

3. Kindly submit the completed form(s) together with your online Financial Aid application.

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 _____
(NRIC Number) (Programme Name)

I declare that I am a/an:

(Please tick one of the following options)

Self-Employed *For example: Insurance Agent, Property Agent, Taxi Driver, Food Delivery Rider, 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)

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
*(full-time student to submit student card / admission letter)
(part-time student to submit student card / admission letter & income documents)*

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