

Checklist of Supporting Documents to prepare

Upload supporting documents online via Student Eservices ([Finance Matters & Assistance](#) > Upload Supporting Documents for FAS) by following the steps in the [Guide for Uploading Documents](#)

1. Screenshot of Family Particulars in online application form

2. Identification Documents

Proof of Number of People in the SAME Household Address

- a) NRIC (front & back) of Applicant (Your Own IC)
- b) NRIC (front & back) of Parents, Siblings age 16 & above and other family members
- c) Military IC (front & back) eg 11B / Home Team National Service IC
- d) Birth Certificate of family members age 15 & below
- e) Death Certificate, Divorce or Separation document of Parents
- f) Marriage Certificate for re-marriage of Step-Parent
- g) Valid Visit Pass of family members in SG (front & back) **AND** Letter/Bill* to show Name & SAME Household Address

*If NRIC is lost, submit Birth Certificate/Passport **AND** Letter/Bill* to show name & household address.*

If address reflected on NRIC is different from student applicant, submit Letter/Bill to show name & household address **OR** written explanation letter signed by parent.*

**Medical letter, Phone/Electricity/School bill, Letter from Government (eg. MOE, MOM) dated within last year or this year*

3. Income Documents

Proof of Family Income

For family members who are **EMPLOYED** (including part-time/ad-hoc employment)

- a) Latest payslip not more than 3 months back (e.g. Feb, Mar or Apr payslip if applying in Apr) **OR**
- b) CPF Contribution History Statement for latest 6 months (e.g. Nov to Apr if applying in Apr) **AND** [Income Declaration Form](#)
- c) Employer's letter must be dated within recent 3 months with official letterhead/company stamp stating monthly gross salary **OR**
- d) Letter of Appointment/Employment contract dated within recent 6 months with official letterhead/company stamp stating monthly gross salary

For family members who are **SELF-EMPLOYED** (e.g taxi driver, private hire driver, hawker or businessman)

- a) CPF Contribution History Statement for latest 6 months (e.g. Nov to Apr if applying in Apr) **AND** [Income Declaration Form](#)

For family members who are **UNEMPLOYED** (eg. housewife, retiree)

- a) CPF Contribution History Statement for latest 6 months (e.g. Nov to Apr if applying in Apr) **AND** [Income Declaration Form](#)
b) Termination Letter or Acceptance of Resignation letter from Employer/Company (NOT from employee).
Letter must be dated within recent 3 months, else latest 6 month CPF contribution is required.

If retiree is age 67 and above, no proof of income is required.

For family members on valid Visit Pass who are **UNEMPLOYED**

- a) [Income Declaration Form](#)

For family members who are **FULL-TIME STUDENTS**

- a) Student Matriculation Card or EZ-Link card (Polytechnic / JC / ITE)
For age 21 & above, submit School Certification Letter from Polytechnic / ITE showing full-time status
b) Student Matriculation Card (University) **AND** Certification Letter from university showing full time status, refer to letter samples in this [Guide](#) **OR**
c) Orange Undergraduate EZ-Link card (University)

For family members who are **SERVING NATIONAL SERVICE OR AWAITING ENLISTMENT**

- a) Military IC (11B) for age 22 & below
b) Military IC (11B) **AND** Latest 6-month CPF contributions for age 23 & above
c) Home Team National Service IC **AND** Latest 6-month CPF contributions
d) Enlistment Letter **AND** Latest 6-month CPF contributions

4. Other Documents if applicable

Relevant documents that support the bursary application eg. Retrenchment Letter dated within recent 3 months, Medical Report, SG Enable card, MSF ComCare Assistance Letter

Useful Links:

- [FA Homepage](#)
- [FA Eligibility Checker](#)