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](#)