

Checklist of Supporting Documents to prepare

Upload supporting documents online via e-Services/e-Resources ([Finance Matters > 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

- NRIC# (front and back) of Applicant (Your Own IC)
- NRIC# (front and back) of Parents, Siblings age 16 & above and Other family members
- SAF Green IC 11B / Home Team National Service IC (front and back)
- Birth Certificate of family members age 15 & below
- Death certificate, Divorce or Separation document of Parents
- Marriage certificate for re-marriage of Step-Parent
- Valid Visit Pass of non-Sporean 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.*

**Phone/Electricity/School bill, Vaccination/Medical letter, Letter from Government (eg MOE, MOM) dated in current calendar year 2022/2021*

#or equivalent (for Non-Singaporeans)

3. **Income Documents**

Proof of Family Income

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

- Latest payslip not more than 3 months back (e.g. Sep, Oct or Nov payslip if applying in Nov 2022) **OR**
- CPF Contribution History Statement showing contributions for latest 6 months (e.g. Jun to Nov 2022 if applying in Nov 2022)
AND [Income Declaration Form](#)
- Employer's letter must be dated within recent 3 months with official letterhead/company stamp stating monthly gross salary **OR**
- Letter of Appointment/Employment contract dated within recent 6 months with official letterhead/company stamp stating monthly gross salary **OR**

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. Jun to Nov 2022 if applying in Nov 2022) **AND** [Income Declaration Form](#)

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

- a) CPF Contribution History Statement for latest 6 months (e.g. Jun to Nov 2022 if applying in Nov 2022) **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 aged 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/ Junior College/ 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 from this [Guide](#)
c) Orange undergraduate EZ-Link card (University)

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

- a) NS card (Green IC) for age 22 & below
b) NS card (Green IC) **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, inability to work documents, Public Assistance/ComCare Letter, Proof of address (bill) etc.

Useful Links:

- [FA e-Postcard](#)
- [FA eligibility checker](#)