

## Checklist of Supporting Documents to prepare

Upload supporting documents online via [Student Eservices](#) (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

- 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*

*#or equivalent (for Non-Singaporeans)*

### 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. Apr, May or Jun payslip if applying in Jun) **OR**
- b)  CPF Contribution History Statement for latest 6 months (e.g. Jan to Jun if applying in Jun) **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. Jan to Jun if applying in Jun) **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. Jan to Jun if applying in Jun) **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](#)