


**FOR IPHONE
USERS ONLY**

Instruction for using 'Evernote Scannable'

STEP 1



Evernote Scannable
Evernote

OPEN

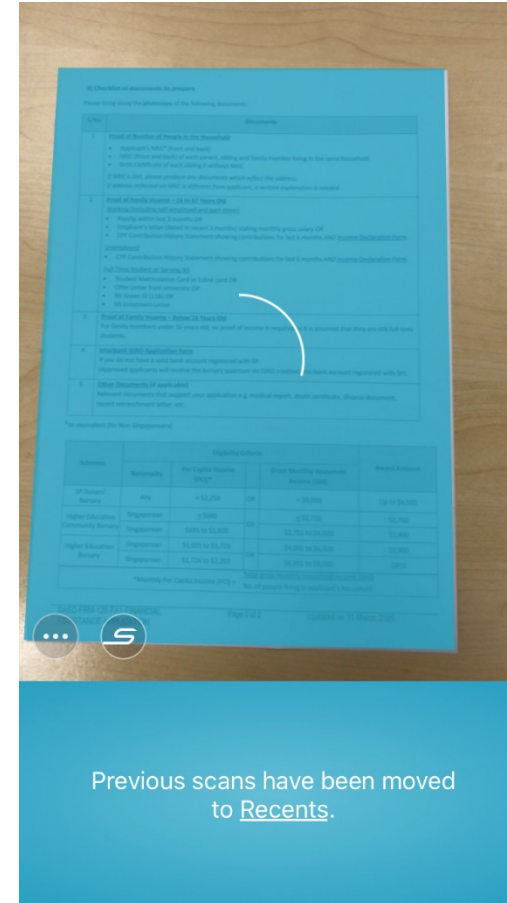
4.8 ★★★★★
5.9K Ratings

No10
Productivity

4+
Age


Download 'Evernote Scannable'
application from App Store

STEP 2



Place hardcopy documents on a flat surface.


Using the phone scanner, scan the documents.

Once all required documents are scanned, click on the  button.

1 / 2 Reorder

SINGAPORE POLYTECHNIC

Official (Closed, Sensitive (high))
Please submit an online application via e-Services/e-Resources (Finance Matters > Apply for FAS) before submitting this form at One Stop Centre, Block T16 Level 1

3) 

APPLICATION FORM for SP Donors-sponsored bursaries / Higher Education Community Bursary / Higher Education Bursary For Academic Year 20__ / __

1. Fill out Section 1 and sign on Section 2.
2. Refer to checklist in Section 3 to prepare the documents for submission.
3. Submission that is incomplete will not be processed.

Name of Applicant : _____ Admin No : _____
Mobile No. : _____ Course : _____

1) Particulars of Family Members


No.	Name	Age	Relationship to applicant	Occupation	Marital Status (Single/Married/Separated/Divorced)	Gross monthly Salary (S\$)

2a) I hereby declare that all information provided is true and I am not in receipt of any bursaries/scholarships. If I were to receive more than one bursary/scholarship this academic year, I agree to refund one of them.
2b) I understand that my particulars will be disclosed to the donor of the bursary that I am awarded. They may also be disclosed to other Government agencies for the purpose of studying the trends of financial assistance application.


Signature of Applicant : _____ Date : _____

For Official Use Only:

Gross Household Income : _____ Per Capita Income : _____
Received & Checked by : Initials & Signature _____ Date : _____
Received & Checked again by : Initials & Signature _____ Date : _____
Data Entry by : Initials & Signature _____ Date : _____
Endorsed by FA Officer / Manager : _____ Date : _____

SASC-FRM-126 FAT FINANCIAL ASSISTANCE APPLICATION Page 1 of 2 Updated on 11 March 2020 

SASC ASSISTANCE APPLICATION

Scannable Document 

SEND SAVE

STEP 3

TO CROP: Click on  button to edit/ crop the scanned documents if required.

TO RENAME: Click on Scannable Document to rename the document in the following format: **<SP Admin No._ Full Name as shown in NRIC>**

e.g 1912345_CHAR BEE HOON

1 / 2 Reorder

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Scannable Document PDF

SEND SAVE

STEP 3

TO SHARE: Click on ‘SEND’ and ‘SHARE’ button. Select a platform that you can access easily on your computer.

ENSURE DOCUMENTS ARE IN PDF FORMAT.

TO REARRANGE: Click on Reorder to rearrange* documents in order (Refer to ***GUIDE FOR UPLOADING DOCUMENTS***).

*Tap and hold to rearrange these documents.

STEP 4

For other supporting documents that are in softcopy and cannot be scanned (e.g CPF Contribution History etc.), do submit in the given email (Refer to **GUIDE FOR UPLOADING DOCUMENTS**) along with the PDF file you have just created for the application process and **rename it as <SP Admin No._Full Name as shown in NRIC_Type of Document>**

e.g 1912345_CHAR BEE HOON_CPF Contribution History