

International Students

How to Submit Supporting Documents when Applying for Financial Application

A Step-by-Step Guide for **International Students**

Ensure that the steps are followed closely so that we can receive your files successfully

Application Procedures:

Step 1 : Apply online via E-SERVICES AND E-RESOURCES

Finance Matters > [Apply for Financial Assistance Scheme \(FAS\)](#)

The screenshot displays the Singapore Polytechnic website's navigation menu. The 'E-SERVICES AND E-RESOURCES' section is expanded, showing a list of categories. The 'Finance Matters' category is selected, and its sub-menu is visible, with 'Apply for Financial Assistance Scheme (FAS)' highlighted by a red box.

SP Singapore Polytechnic

eServices Sustainability Matters Careers with SP Campus Map Virtual Tour Media Contact Us

Search for schools, courses and others...

SP COURSES ADMISSIONS CCAS STUDENT SERVICES PASTORAL CARE INDUSTRY **SAVED COURSES**

E-SERVICES AND E-RESOURCES Expand All

- Personal
- Academic
- Attendance
- CCA
- Counselling & Mentoring
- Education & Career Guidance
- Elective Module
- Enrichment Programmes
- Examinations
- Finance Matters

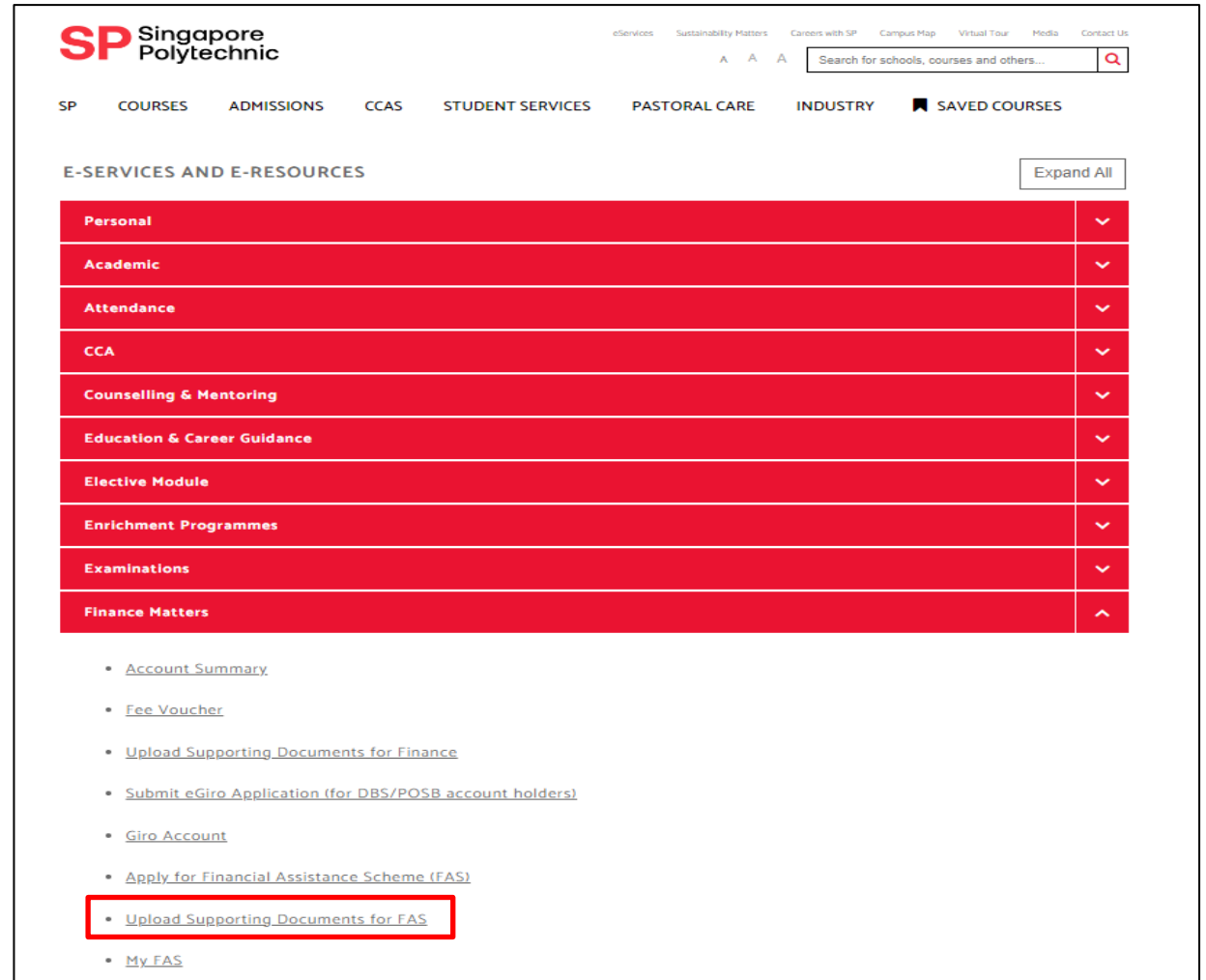
- [Account Summary](#)
- [Fee Voucher](#)
- [Upload Supporting Documents for Finance](#)
- [Submit eGiro Application \(for DBS/POSB account holders\)](#)
- [Giro Account](#)
- [Apply for Financial Assistance Scheme \(FAS\)](#)**
- [Upload Supporting Documents for FAS](#)
- [My FAS](#)

Application Procedures:

Step 2: Upload Supporting Documents via E-SERVICES AND E-RESOURCES

Finance Matters > [Upload Supporting Documents for FAS](#)

Refer to next slide for supporting documents required



The screenshot shows the Singapore Polytechnic website interface. At the top, there is a navigation bar with the SP logo and links for eServices, Sustainability Matters, Careers with SP, Campus Map, Virtual Tour, Media, and Contact Us. Below this is a search bar and a main navigation menu with categories like SP, COURSES, ADMISSIONS, CCAS, STUDENT SERVICES, PASTORAL CARE, INDUSTRY, and SAVED COURSES. The main content area is titled 'E-SERVICES AND E-RESOURCES' and features a list of red menu items with expandable arrows. The 'Finance Matters' item is expanded, showing a list of links. The link 'Upload Supporting Documents for FAS' is highlighted with a red box.

E-SERVICES AND E-RESOURCES	
Personal	▼
Academic	▼
Attendance	▼
CCA	▼
Counselling & Mentoring	▼
Education & Career Guidance	▼
Elective Module	▼
Enrichment Programmes	▼
Examinations	▼
Finance Matters	▲

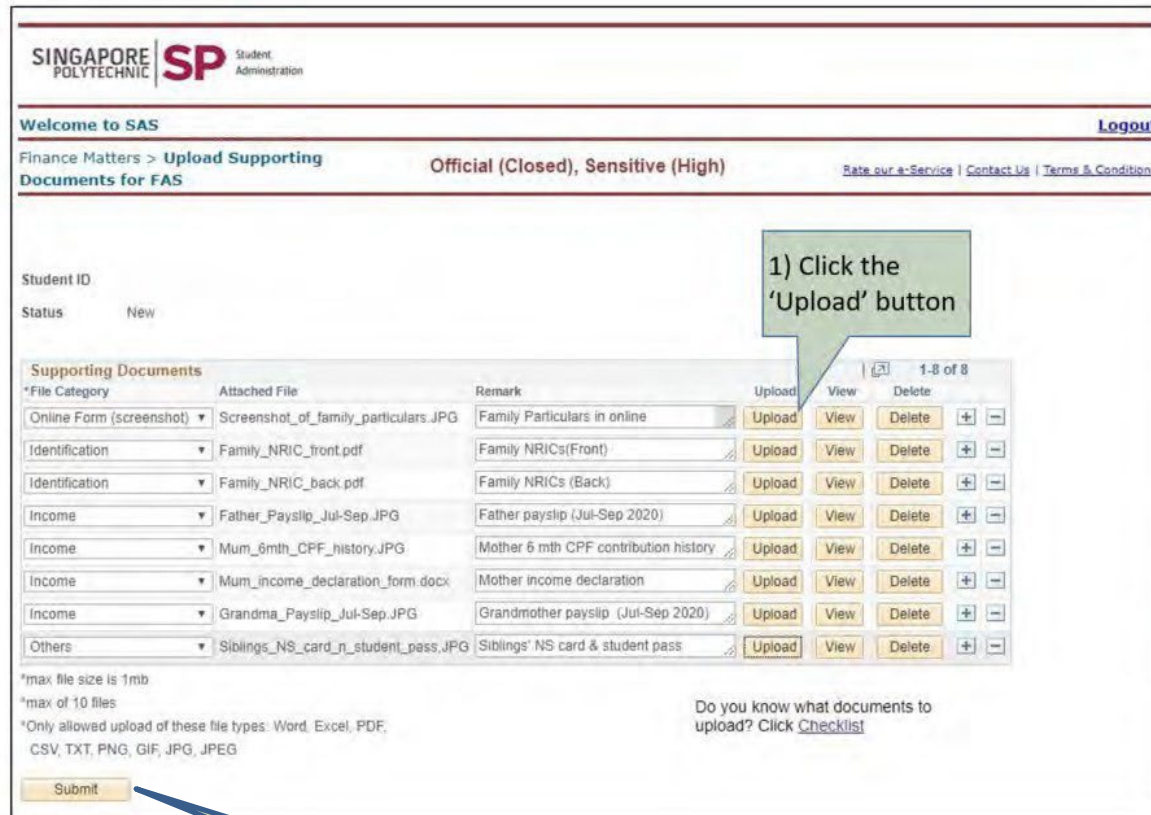
- [Account Summary](#)
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- [Giro Account](#)
- [Apply for Financial Assistance Scheme \(FAS\)](#)
- [Upload Supporting Documents for FAS](#)
- [My FAS](#)

Gather Supporting Documents in softcopy:

- 1) Screenshot of Family Particulars in online application form
- 2) Applicant (Your Own) Identification Document (ID)
- 3) Family Members' (FM) ID. Passport or Birth Cert (below age 16) if no ID
- 4) Divorce / Death Cert (if applicable)
- 5) FM holding Visit Pass – Copy of Visit Pass & Letter / Bill to show Name & Address
- 6) FM employed – Latest Payslip / Employment Letter
- 7) FM unemployed / self-employed or unable to provide #6 - Endorsed Statutory Declaration
For Malaysian: EPF & [Income Declaration Form](#)
- 8) Other supporting documents e.g. Student Card / School Certification Letter, Medical Docs

How to upload your Supporting Documents - 1 / 3

- Ensure that your file is **less than 1 MB per file. (Max. of 15 files only)**
- Only allowed upload of these file types: **Word. Excel. PDF. CSV. TXT. PNG. GIF. JPG. JPEG**



SINGAPORE POLYTECHNIC | SP Student Administration

Welcome to SAS [Logout](#)

Finance Matters > **Upload Supporting Documents for FAS** Official (Closed), Sensitive (High) [Rate our e-Service](#) | [Contact Us](#) | [Terms & Conditions](#)

Student ID: _____
Status: New

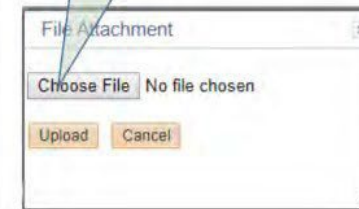
*File Category	Attached File	Remark	Upload	View	Delete
Online Form (screenshot)	Screenshot_of_family_particulars.JPG	Family Particulars in online	Upload	View	Delete
Identification	Family_NRIC_front.pdf	Family NRICs(Front)	Upload	View	Delete
Identification	Family_NRIC_back.pdf	Family NRICs (Back)	Upload	View	Delete
Income	Father_Payslip_Jul-Sep.JPG	Father payslip (Jul-Sep 2020)	Upload	View	Delete
Income	Mum_6mth_CPF_history.JPG	Mother 6 mth CPF contribution history	Upload	View	Delete
Income	Mum_income_declaration_form.docx	Mother income declaration	Upload	View	Delete
Income	Grandma_Payslip_Jul-Sep.JPG	Grandmother payslip (Jul-Sep 2020)	Upload	View	Delete
Others	Siblings_NS_card_n_student_pass.JPG	Siblings' NS card & student pass	Upload	View	Delete

*max file size is 1mb
*max of 10 files
*Only allowed upload of these file types: Word, Excel, PDF, CSV, TXT, PNG, GIF, JPG, JPEG

Do you know what documents to upload? Click [Checklist](#)

1) Click the 'Upload' button

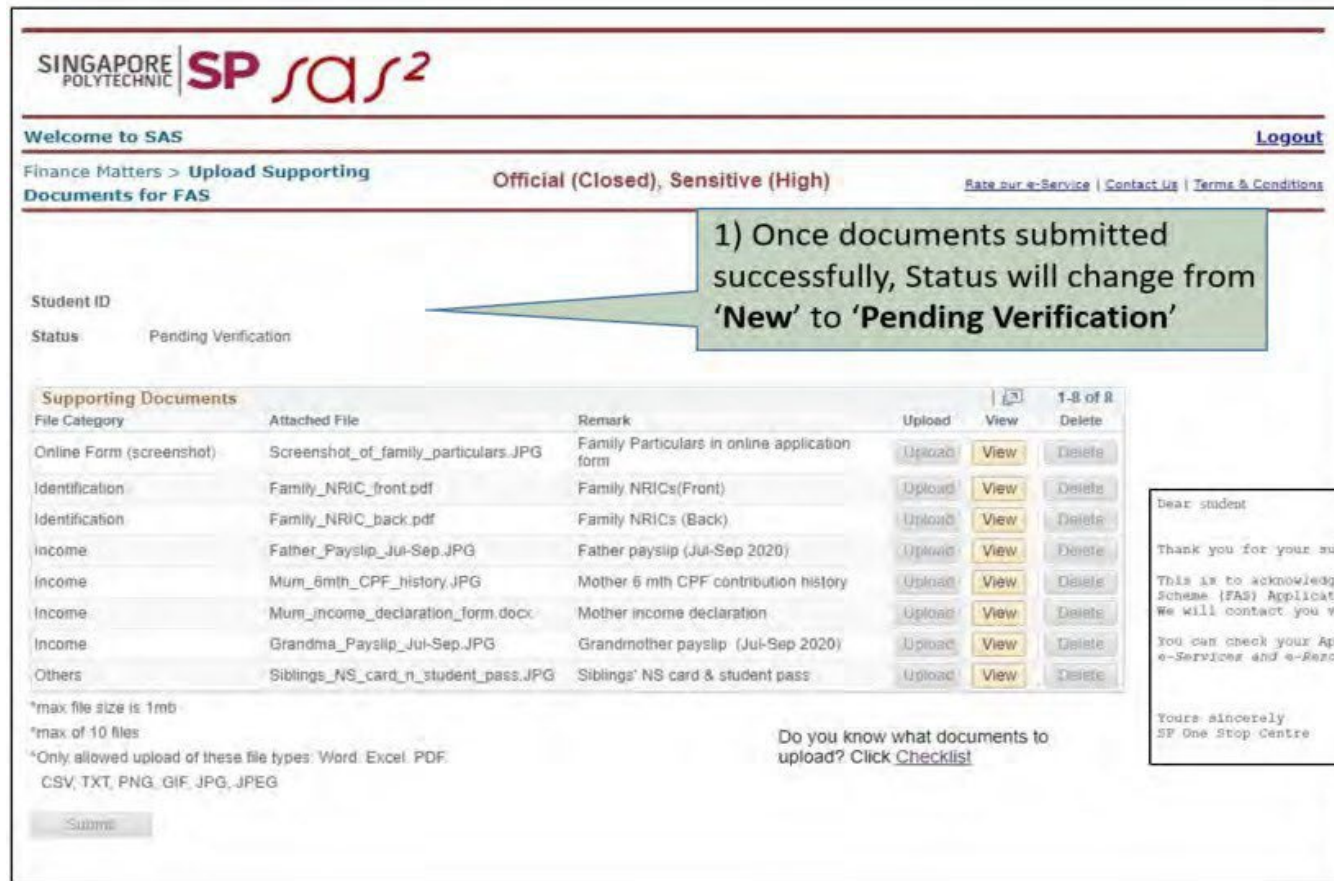
2) Browse for the document in your computer and select Upload.



3) Remember to click **"Submit" !**

How to upload your Supporting Documents - 2 / 3

- When your document is uploaded successfully, you will see your uploaded documents in the “Attached File” column.



SINGAPORE POLYTECHNIC | SP sas²

Welcome to SAS [Logout](#)

Finance Matters > Upload Supporting Documents for FAS Official (Closed), Sensitive (High) [Rate our e-Service](#) | [Contact Us](#) | [Terms & Conditions](#)

Student ID: _____
Status: Pending Verification

1) Once documents submitted successfully, Status will change from 'New' to 'Pending Verification'

File Category	Attached File	Remark	Upload	View	Delete
Online Form (screenshot)	Screenshot_of_family_particulars.JPG	Family Particulars in online application form	Upload	View	Delete
Identification	Family_NRIC_front.pdf	Family NRICs(Front)	Upload	View	Delete
Identification	Family_NRIC_back.pdf	Family NRICs (Back)	Upload	View	Delete
Income	Father_Payslip_Jul-Sep.JPG	Father payslip (Jul-Sep 2020)	Upload	View	Delete
Income	Mum_6mth_CPF_history.JPG	Mother 6 mth CPF contribution history	Upload	View	Delete
Income	Mum_income_declaration_form.docx	Mother income declaration	Upload	View	Delete
Income	Grandma_Payslip_Jul-Sep.JPG	Grandmother payslip (Jul-Sep 2020)	Upload	View	Delete
Others	Siblings_NS_card_n_student_pass.JPG	Siblings' NS card & student pass	Upload	View	Delete

*max file size is 1mb
*max of 10 files
*Only allowed upload of these file types: Word, Excel, PDF, CSV, TXT, PNG, GIF, JPG, JPEG

Do you know what documents to upload? Click [Checklist](#)

2) An Email acknowledgement of documents submission will be sent to your iChat.

Dear student

Thank you for your submission.

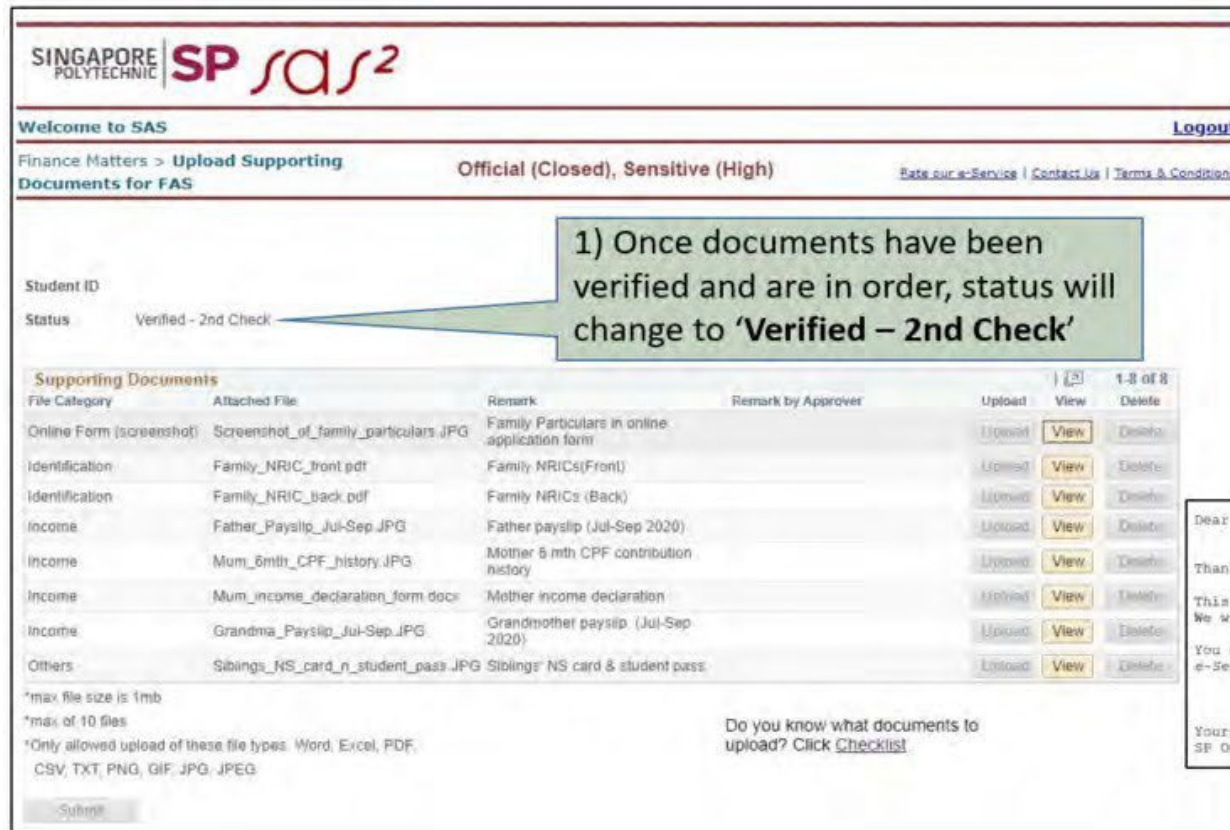
This is to acknowledge that we have received your supporting documents for your online Financial Assistance Scheme (FAS) Application. We will contact you via iChat email if we require further clarifications or documentation.

You can check your Application status in SAS2 in the following location
e-Services and e-Resources: Finance Matters > MyFAS

Yours sincerely
SP One Stop Centre

How to upload your Supporting Documents - 3/ 3

- When all your documents have been verified and are in order, you will receive an automated email acknowledgement via your iChat.



SINGAPORE POLYTECHNIC SP sas²

Welcome to SAS [Logout](#)

Finance Matters > Upload Supporting Documents for FAS Official (Closed), Sensitive (High) [Rate our e-Service](#) | [Contact Us](#) | [Terms & Conditions](#)

Student ID
Status: Verified - 2nd Check

Supporting Documents | 1-8 of 8

File Category	Attached File	Remark	Remark by Approver	Upload	View	Delete
Online Form (screenshot)	Screenshot_of_family_particulars.JPG	Family Particulars in online application form		Upload	View	Delete
Identification	Family_NRIC_front.pdf	Family NRICs(Front)		Upload	View	Delete
Identification	Family_NRIC_back.pdf	Family NRICs (Back)		Upload	View	Delete
Income	Father_Payslip_Jul-Sep.JPG	Father payslip (Jul-Sep 2020)		Upload	View	Delete
Income	Mum_6mth_CPF_history.JPG	Mother 6 mth CPF contribution history		Upload	View	Delete
Income	Mum_income_declaration_form.docx	Mother income declaration		Upload	View	Delete
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*max file size is 1mb
*max of 10 files
*Only allowed upload of these file types: Word, Excel, PDF, CSV, TXT, PNG, GIF, JPG, JPEG

Do you know what documents to upload? Click [Checklist](#)

1) Once documents have been verified and are in order, status will change to 'Verified – 2nd Check'

2) An Email acknowledgement of documents verified and in order will be sent to your iChat.

Dear student

Thank you for your submission.

This is an automated acknowledgement to inform you that your documents have been verified and are in order. We will email you via iChat once your application is approved.

You can check your Application status in SAS2 in the following location
e-Services and e-Resources: Finance Matters > MyFAS

Yours sincerely,
SF One Stop Centre

Useful Links:

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