Checklist of Supporting Documents to prepare

1. 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)

2. 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** (eg. taxi driver, private hire driver, hawker or businessman)

a)  ❑ CPF Contribution History Statement for latest 6 months (eg. 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 (eg. 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

3. **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](#)