

How to Submit Supporting Documents when Applying for Financial Application

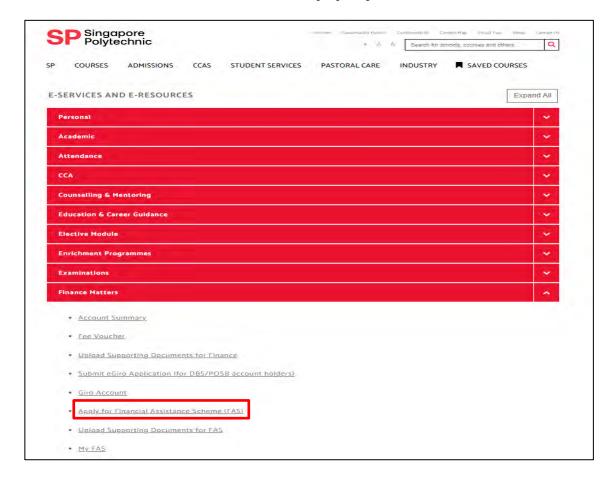
A Step-by-Step Guide

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

Application Procedures:



Step 1 : Apply online via <u>E-SERVICES AND E-RESOURCES</u>
Finance Matters > Apply for Financial Assistance Scheme (FAS)



<u>Application Procedures</u>:



Step 2 : Gather Supporting Documents

- Prepare documents (in softcopy) as indicated in Checklist of Supporting Documents

Official (Open) Checklist of Supporting Documents to prepare Upload supporting documents online via E-SERVICES AND 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 a) 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) 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) Usualid 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. * Medical letter, Phone/Electricity/School bill, Letter from Government (e.g. 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. Aug, Sep or Oct 2023 payslip if applying in Oct 2023) OR b) CPF Contribution History Statement showing contributions for latest 6 months (e.g. May to Oct 2023 if applying in Oct 2023) AND income Declaration Form c) Demployer'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 stating monthly gross salary OR Page 1 of 2

Official (Open) 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. May to Oct 2023 if applying in Oct 2023) 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. May to Oct 2023 if applying in Oct 2023) 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, 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 OR c) Orange undergraduate EZ-Link card (University) For family members who are SERVING NATIONAL SERVICE OR AWAITING ENLISTMENT a) S card (Green IC) for age 22 & below b) 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 (e.g. Retrenchment Letter dated within recent 3 months, Medical Report, inability to work documents, SG Enable card, MSF ComCare Assistance Letter, Proof of address (bill) etc. Useful Links: FA Homepage FA e-Postcard FA eligibility checker Page 2 of 2

Gather Supporting Documents in softcopy: SP Singapore Polytechnic



- Screenshot of Family Particulars in online application form
- Applicant (Your Own) NRIC
- 3) Parents' NRIC
- Family members' NRIC/ Birth Cert/ SAF 11B/ Home Team IC
- 5) Divorce/ Death Cert (if applicable)
- 6) Marriage Cert (if applicable e.g. Step-Parent/ Sibling-in-law)
- Family members on Visit Pass and Letter/Bill to show Name & Address
- 8) Payslip/Employment Letter/CPF Contribution History (for employed/unemployed)
- 9) Income Declaration Form (for unemployed/ self-employed)
- 10) Student Card (> 16 year old)
- 11) Any other supporting documents e.g. Medical documents, SG Enable Card

Refer to the following pages for preferred layout

Example of Screenshot of Family Particulars in online application form

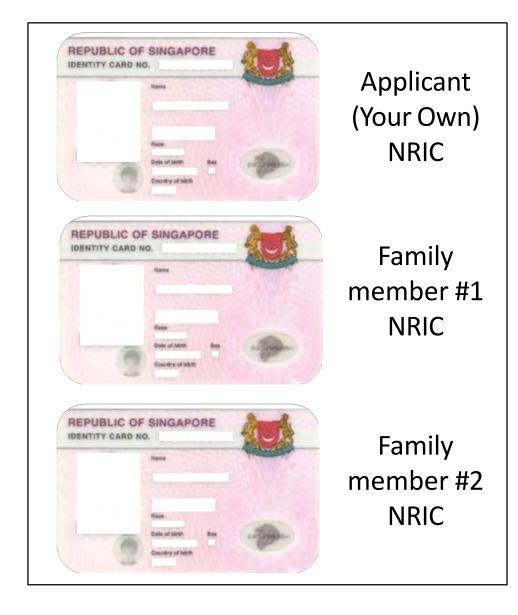


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Acad	demic Career:	DPFT	FI	ıll Time			Citizenship	SING	APOREAN
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Ap	plication Partic	ulars							
A	pplication ID:	830000000	088224	Application D	ate: 27/01/2022				
A	cademic Year:	2021		Application Ty	ype: MOEBU HIG	HER EDUCAT	ION BURSARY		
Far	mily Particulars								
	Proof of Income	Documents S	ubmitte	ed					
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	including yoursel			5202.71	*Tenanc	v Type:	3. Others		~
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P	er Capita Income:		8	67.12 Hot	using Monthly Paymo	ent S\$:			
Click	add button to add	father, mother	r, sibling	etc details. (m	aximum 15 entries)				
	ticulars of Fami	ly Members	- Pleas	se EXCLUDE you	rself				
	*Name		*Age	*Relationship to Applicant	Occupation	Marital Status	Monthly Gross Income Declared		
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Pari Seq 1 2	MEE HOON KWA			Sister Grandmother	RETIRED	Married V	0.00	+ -]

Example of NRIC (FRONT)

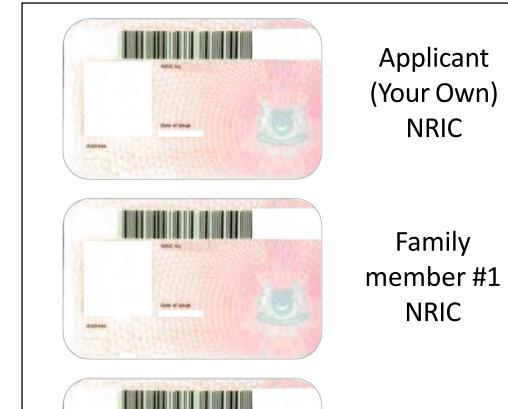


Ensure all docs are clear for viewing, text must be sharp and readable



Example of NRIC (BACK)





Family

member #2

NRIC

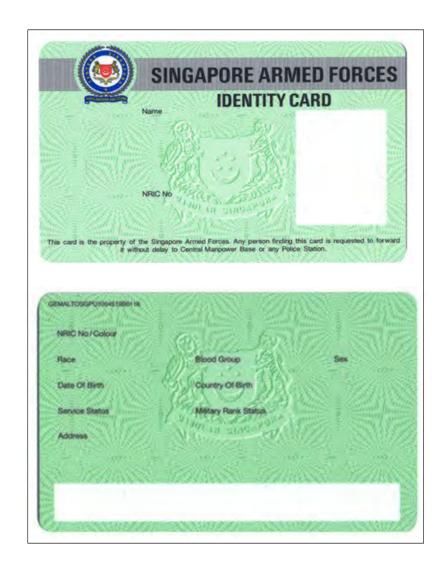
Example: Birth Cert (if without NRIC)

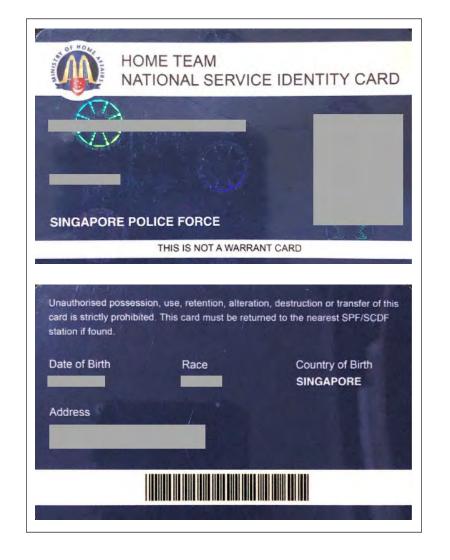


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	Name				Date of Birth		
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Example: SAF Green IC / Home Team IC









Visit Pass and Bill to show Name & Address







Marriage Cert (if applicable e.g. Step-Parent/ Sibling-in-law)





Divorce Cert (if applicable)

A sample of the divorce certificate is reproduced below.

IN THE FAMILY JUSTICE COURTS OF THE REPUBLIC OF SINGAPORE

Divorce Writ No. XX

Between

[Plaintiff's Name] (ID No. SXXXXXXXA) Plaintiff

And

[Defendant's Name] (ID No. SXXXXXXXB) Defendant

CERTIFICATE OF FINAL JUDGMENT (DIVORCE)

As no sufficient cause has been shown to the court within [to state number of months] months from the Interim Judgment granted on [to state date of Interim Judgment], why the said Interim Judgment should not be made final, it is certified that:

Divorce

- 1. The marriage solemnized on [to state date of marriage] at [to state place of solemnization of marriage] between [to state the Plaintiff's name and ID Number], and [to state the Defendant's name and ID Number] is dissolved.
- 2. The Interim Judgment granted on [to state date of Interim Judgment] is made final on this date.

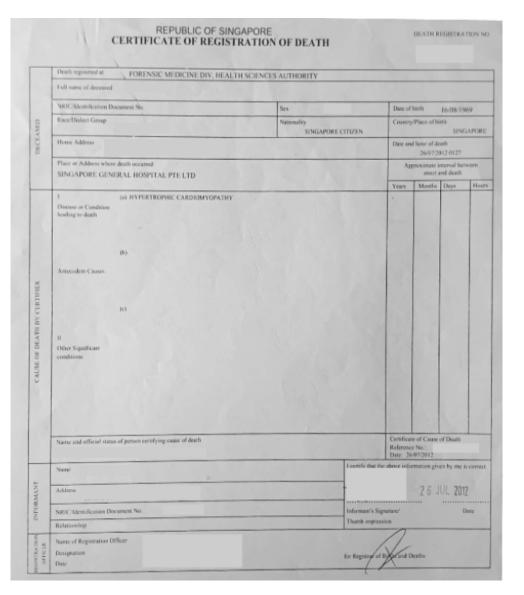
Signed: [signature of Registrar]

Registrar: [name of Registrar]

Date: 2022



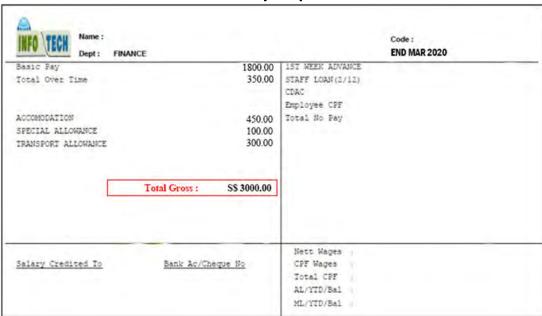
Example: Death Cert (if applicable)





Payslip/ Employment Letter (if applicable)

Payslip



Gross salary (not Basic or Nett pay) includes any overtime pay and fixed allowances

Employment Letter

Printed on Company Letterhead

[Date of letter] (must be dated within recent 3 months)

To Whom It May Concern

This is to certify that [Name] [NRIC number] is in employment as [Job Title] at [Company Name]. He/She is drawing a gross salary of [Gross Salary] per month.

[Signature]

[Name]

[Designation]

[Company Stamp]



CPF Contribution History (if applicable)

CPF contribution for Employment



No record for Unemployed



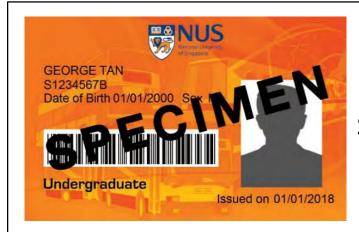


Income Declaration Form (if applicable)

	PO	GAPORE TYTECHNIC
INCOME DEC	CLARATION FORM	
I, *Mr/Mdm/Ms Char Kway Teow	NRIC No.	S7654321A
*parent/guardian/sibling/relative of Cha	r Lee Brown	NRIC No.
T0234587H , hereby declare that (ple	ease tick where applicable):
I am unemployed [#] (eg. housewife)		
I am self-employed*, please specify nature	of job Hawker	(eg. Taxi driver, own business)
		(Other declarations to make)
\$2,000	Salar Salar	(Other declarations to make)
and my monthly income is \$2,000	per month	
* Please attach CPF CONTRIBUTION HISTORY		ributions for at least the
last six months) together with this declaration I declare that the information provided abunderstand that if the information is false, the	on form. ove is true to the best e application will be reject	of my knowledge and I
last six months) together with this declaration is a six months. I declare that the information provided about the informati	on form. ove is true to the best e application will be reject	of my knowledge and I
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I declare that the information provided abunderstand that if the information is false, th I undertake to refund the amount received if falsely declared.	on form. However, is true to the best of application will be reject any of the information is so	of my knowledge and I

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Student Card (> 16 year old) (if applicable)



Sibling #1
Student Card



Sibling #2 Student Card



Sibling #3
Student Card



Sibling #4 Student Card

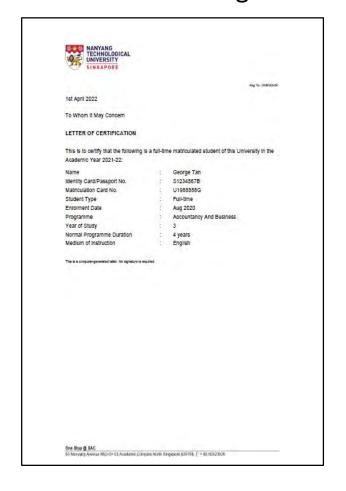


University Student Card & Certification Letter

University Student Card



Certification Letter showing full-time status





Medical Documents/SG Enable Card

Medical Documents





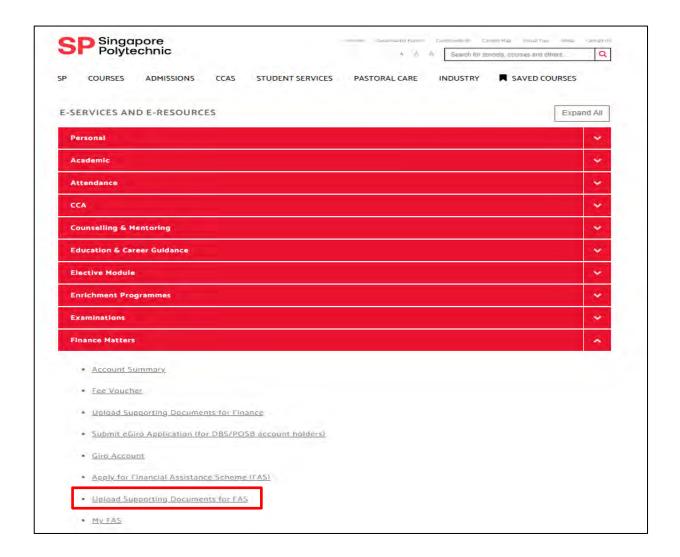
SG Enable Card





<u>Application</u> Procedures:

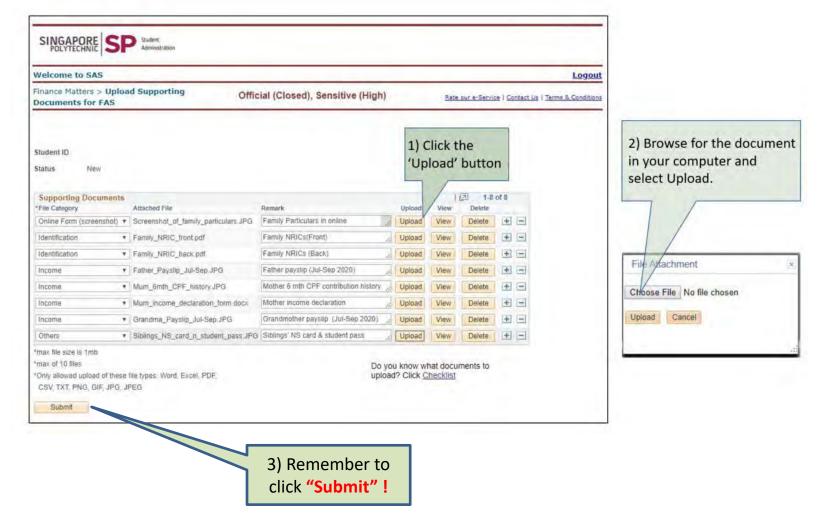
- **Step 3**: Upload documents online via E-SERVICES AND E-RESOURCES
- Finance Matters > Upload Supporting
 Documents for FAS



How to upload your Supporting Documents - 1 / 3



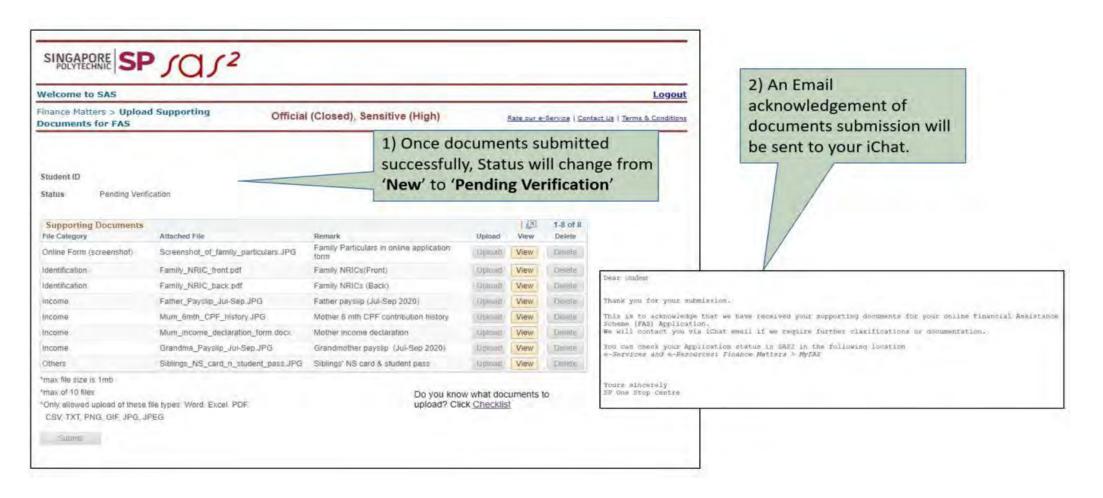
- Ensure that your file is less than 1 MB per file. (Max. of 15 files only)
- Only allowed upload of these file types: Word. Excel. PDF. CSV. TXT. PNG. GIF. JPG. JPEG



How to upload your Supporting Documents - 2 / 3



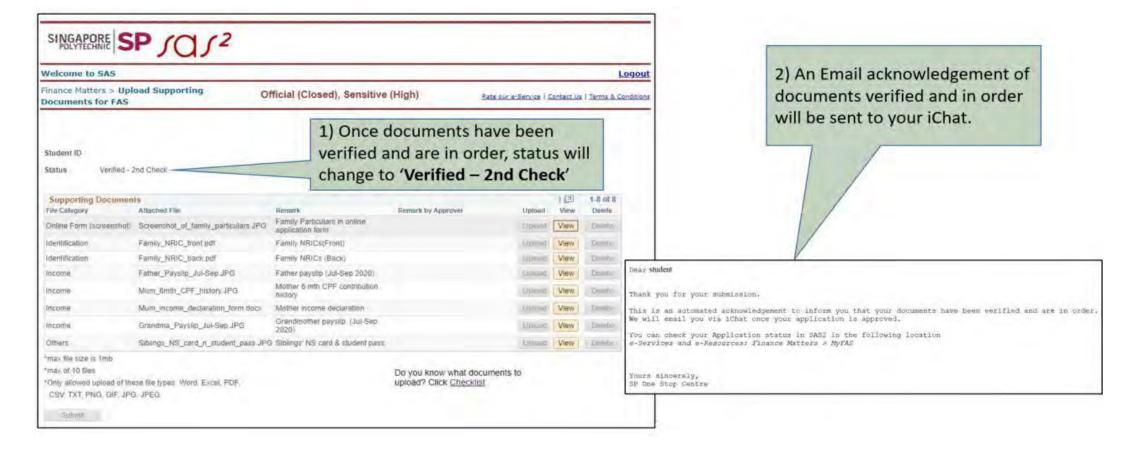
- When your document is uploaded successfully, you will see your uploaded documents in the "Attached File" column.





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.



Official (Open), Non-Sensitive



Useful Links:

FA Homepage

FA e-Postcard

FA eligibility checker