FINANCIAL AID
(GRADUATE PROGRAMMES STUDENTS)
SUPPORTING DOCUMENTS CHECKLIST

Instructions

1. Please ensure that you have submitted your online Financial Aid application together with all required supporting documents.
2. Applications without supporting documents will be deemed as incomplete and will not be processed.
3. All documents must reach Singapore University of Social Sciences by the stipulated deadline as stated on the website.

Supporting Documents Checklist

Applicant

ID Document
- ❑ NRIC (Front and Back)
- ❑ Deed Poll *(if applicable)*
- ❑ Passport and NRIC collection slip *(if your NRIC is lost)*

Income Documents
Employment Status:

a) Full-Time	► Latest 3 consecutive months payslip[1] OR Employment Verification Letter[2]
b) Self-Employed	► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF transaction history statements[3]
c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched	► Self-Declaration Form and past 12 months CPF transaction history statements

Spouse

ID Document
- ❑ NRIC (Front and Back)
- ❑ Deed Poll *(if applicable)*
- ❑ Passport and NRIC collection slip *(if your NRIC is lost)*

Marital Status Document *(if married/ divorced/ separated/ widowed)*
- ❑ Marriage Certificate
- ❑ Divorce/ Separation document[4]
- ❑ Death Certificate

Income Documents
(not required for married applicant if spouse is divorced/separated and he/she is not staying with applicant)

Employment Status:

a) Full-Time	► Latest 3 consecutive months payslip[1] OR Employment Verification Letter[2]
b) Self-Employed	► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF transaction history statements[3]
c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched	► Self-Declaration Form and past 12 months CPF transaction history statements

Children

ID Document (aged 16 and above)
- ❑ NRIC (Front and Back) or 11B
- ❑ Deed Poll *(if applicable)*
- ❑ Passport and NRIC collection slip *(if your NRIC is lost)*

ID Document (aged 15 and below)
- ❑ Birth Certificate

Income Documents
Employment Status:

a) Full-Time	► Latest 3 consecutive months payslip[1] OR Employment Verification Letter[2]
b) Self-Employed	► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF transaction history statements[3]
c) Unemployed/Part-Time/Freelance/ Housewife/Retiree/Retrenched	► Self-Declaration Form and past 12 months CPF transaction history statements
d) Full Time National Service (NSF)	► Latest National Service allowance payslip OR Enlistment Letter[2] *(can be retrieved via NS portal)*
e) Student aged 16 and above	► - Full time student: Self-Declaration Form and Student Card / Admission Offer Letter[2] - Part time student: Self-Declaration Form, Student Card / Admission Offer Letter[2] and Income Documents *(based on your employment status)*

Supporting Documents Checklist

Parents	**ID Document** ☐ NRIC (Front and Back) ☐ Deed Poll *(if applicable)* ☐ Passport and NRIC collection slip *(if your NRIC is lost)* **Marital Status Document** *(if divorced/ separated/ widowed)* ☐ Divorce/ Separation document[4] ☐ Death Certificate **Income Documents** *(not required for married applicant if the parent(s) is/are not staying with applicant)* Employment Status: a) Full-Time ► Latest 3 consecutive months payslip[1] OR Employment Verification Letter[2] b) Self-Employed ► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF transaction history statements[3] c) Unemployed/Part-Time/Freelance/ ► Self-Declaration Form and past 12 months CPF transaction history statements Housewife/Retiree/Retrenched
Siblings[5] (Staying in the same household)	**ID Document** (aged 16 and above) ☐ NRIC (Front and Back) or 11B ☐ Deed Poll *(if applicable)* ☐ Passport and NRIC collection slip *(if your NRIC is lost)* **ID Document** (aged 15 and below) ☐ Birth Certificate **Marital Status Document** *(if divorced/ separated/ widowed)* ☐ Divorce/ Separation document[4] ☐ Death Certificate **Income Documents** Employment Status: a) Full-Time ► Latest 3 consecutive months payslip[1] OR Employment Verification Letter[2] b) Self-Employed ► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF transaction history statements[3] c) Unemployed/Part-Time/Freelance/ ► Self-Declaration Form and past 12 months CPF transaction history statements Housewife/Retiree/Retrenched d) Full Time National Service ► Latest National Service allowance payslip OR Enlistment Letter[2] (NSF) *(can be retrieved via NS portal)* e) Student aged 16 and above ► - Full time student: Self-Declaration Form and Student Card / Admission Offer Letter[2] - Part time student: Self-Declaration Form, Student Card / Admission Offer Letter[2] and Income Documents *(based on your employment status)*
Guardians, Grandparents and other relatives, if any[6] (Staying in the same household)	**ID Document** ☐ NRIC (Front and Back) ☐ Deed Poll *(if applicable)* ☐ Passport and NRIC collection slip *(if your NRIC is lost)* **Income Documents** Employment Status: a) Full-Time ► Latest 3 consecutive months payslip[1] OR Employment Verification Letter[2] b) Self-Employed ► Self-Declaration Form with latest Income Tax Notice of Assessment and latest 3 months CPF transaction history statements[3] c) Unemployed/Part-Time/Freelance/ ► Self-Declaration Form and past 12 months CPF transaction history statements Housewife/Retiree/Retrenched

Notes:

[1] For example, for applications submitted in February 2022, payslips must be dated November 2021, December 2021 & January 2022.

[2] All letters submitted must **NOT** be dated more than 3 months from date of application submission, i.e. employment verification letters, admission offer letters and NS enlistment letters are only accepted if the individual (student or family member) has been employed at current job, enrolled in school or enlisted for NS within 3 months from application. Employment letter must bear company's name/logo indicating your full name, NRIC number and gross monthly income and allowance *(if any)*.

[3] To download a guide on retrieving CPF Transaction History Statements and IRAS Notice of Assessment, please click here.

[4] Divorce/Separation document

   ➤   If you are unable to produce the divorce document, please submit a signed declaration letter indicating the name(s) and NRIC(s) of parents/ spouse and the period in which the divorce was finalised.

[5] For married siblings, ID & income documents are required for spouses of siblings who may or may not be staying in the same household as applicant.

[6] For Visit Pass/ Student Pass holders staying in the same household, please submit proof of them staying at the same residential address as applicant. Example: digital pass version, latest bank statement, any latest bills/ official documents with address reflected.

CONFIDENTIAL
Self-Declaration Form

Please <u>read</u> these instructions carefully.

1. This form is to be completed by applicant/family members/guardian/siblings/grandparents/relatives who are of the following categories:

- Self-Employed
- Unemployed
- Employed (Part-Time)

- Employed (Freelance)
- Housewife
- Retiree

- Retrenched
- Student

2. Please submit one declaration form for <u>each person</u>.

3. Kindly submit the completed form(s) together with your <u>online Financial Aid application</u>.

I, _____ of NRIC/Passport No. : _____ ,

(Applicant's/Family Member's/Guardian's/Sibling's/Grandparent's/Relative's Name) (Applicant's/Family Member's/Guardian's/Sibling's/Grandparent's/Relative's NRIC/Passport Number)

am the <u>parent/grandparent/spouse/sibling/child/guardian/relative</u> of student _____ ;

(Please delete accordingly) (Student's Name)

_____ , currently enrolled in _____ .

(NRIC Number) (Programme Name)

I declare that I am a/an:
(*Please tick one of the following options*)

❑ *Self-Employed* *For example: Insurance Agent, Property Agent, Taxi Driver, Food Delivery Rider, Business Owner*
(to submit latest Income Tax Notice of Assessment letter & latest 3 months CPF transaction history statements)

❑ *Unemployed*
(to submit CPF transaction history statements for the past 12 months)

❑ *Employed (Part Time)*
(to submit CPF transaction history statements for the past 12 months)

❑ *Employed (Freelance)*
(to submit CPF transaction history statements for the past 12 months)

❑ *Housewife*
(to submit CPF transaction history statements for the past 12 months)

❑ *Retiree*
(to submit CPF transaction history statements for the past 12 months)

❑ *Retrenched*
(to submit CPF transaction history statements for the past 12 months)

❑ *Student*
(full-time student to submit student card / admission letter)
(part-time student to submit student card / admission letter & income documents)

<u>***Note:***</u>

*Parents' income documents are not required for married applicant who is not staying with the parent.
*Spouse's income documents are not required for married applicant if spouse is divorced/separated and he/she is not staying with applicant.

I also declare that:

❑ *I do not have income.*
❑ *I do have income of a monthly gross income of S$:* _____ .

I hereby declare and confirm that all information provided by me in this declaration is true and correct.

_____ _____
Signature of Applicant/Family Member/Guardian/Sibling/Grandparent/Relative Date