

## Guidelines for Self-Employment Supporting Documents

S/N	Nature of Self-Employment	Examples	Documents Required
1	<u>Client-Contractor</u> relationship that is tied to a delivery of a said product or service	Freelance photographer, fitness instructor, consultant	<ul style="list-style-type: none"> <li>• Contract between individual and client citing period of work; or</li> <li>• Timesheets; or</li> <li>• Invoices citing period of work</li> </ul>
2	<u>Commission-based</u> work that is not tied to delivery of a said product or service	Insurance agent, real estate agent	<ul style="list-style-type: none"> <li>• Monthly commission or income slips; or</li> <li>• Company certification letter<sup>^</sup> (stating start and end date if applicable) <u>and</u> annual commission statements or income tax documents</li> </ul> <p><sup>^</sup> If applicant's company is unable to provide monthly commission statements.</p>
3	Business owners	Sole proprietor, partners	<ul style="list-style-type: none"> <li>• ACRA registration (live in status) and/or income tax documents <u>and</u> proof of active business operations (e.g., monthly sales transactions, invoices)</li> </ul>

### Points to note:

1. Part-time employment will not be considered as full-time work experience, if the employee works less than 35 hours a week, under a service contract with an employer.
2. As proxy for 2 years of full-time work experience, applicants should provide supporting documents to show that they are engaged in the activity of delivering the said product or service or business for a total period of 2 years as proof of business activity.
3. Supporting document(s) must be submitted, together with the admission application, for assessment. SUSS reserves the right to determine if applicant fulfils the work experience criterion and the University's decision will be final and binding.