

STUDY LOAN (FULL-TIME UNDERGRADUATE STUDENTS) SUPPORTING DOCUMENTS CHECKLIST

Instruction

Please ensure that you have submitted your online Study Loan application together with all your supporting documents. All documents must reach Singapore University of Social Sciences by the stipulated deadline[#].

<i>Relationship to Applicant</i>	<i>Supporting Documents required</i>
Applicant	● 2 copies of NRIC ● Copy of Tuition Fee Loan Offer Letter
Guarantor	● 2 copies of NRIC
Spouse	● ID Documents ● Income Document ● Marriage Certificate
Parents	● ID Documents ● Income Document ● Divorce or Death Certificate (<i>if applicable</i>) ➢ To submit a declaration letter if unable to produce divorce certificate.
Guardian (if any) (Staying in the same household)	● ID Documents ● Income Document
Siblings (Staying in the same household)	● ID Documents ● Income Document ● Birth Certificate
Children	● ID Documents ● Income Document ● Birth Certificate
Grandparents and other relatives (Staying in the same household)	● ID Documents ● Income Document

ID Document	<ul style="list-style-type: none"> - A clear copy of NRIC (Front and Back) for aged 15 years old and above, - Birth Certificate (for siblings and children), - A copy of deed poll (if applicable), - A copy of Passport and police report (if your NRIC is lost) 	
Income Document (apply to applicant and family members/ relatives declared in the financial aid application)	Employed	<ul style="list-style-type: none"> - Submit latest copy of payslip, or - Letter from Employer stating latest gross monthly income, or - A copy of Income Tax Notice of Assessment or IR8A/E
	Self-Employed	<ul style="list-style-type: none"> - A copy of Income Tax Notice of Assessment (if any) - A copy of Self-Declaration form
	Housewife/Retiree/Retrenched	<ul style="list-style-type: none"> - A copy of Self-Declaration form
	Unemployed	<ul style="list-style-type: none"> - A copy of Self-Declaration form - CPF contribution statements for the past 12 months
	NSF	<ul style="list-style-type: none"> - A copy of Self-Declaration form
	Student <u>aged 16 and above</u>	<ul style="list-style-type: none"> - A copy of Self-Declaration form - A copy either a student card or admission offer letter
	Student <u>aged 15 and below</u>	<ul style="list-style-type: none"> - Birth Certificate
Notes <ol style="list-style-type: none"> 1. Payslip or Letter from Employer must NOT be dated <u>more than 3 months</u> back from point of submitting application. 2. Please do NOT submit CPF statement except for Unemployed 3. Year of Assessment must be for the same year as application. 4. Income documents are required for Parents regardless if they are staying in the same household with the applicant, exception applies if they are either divorced or deceased. 		

APPLICATION & NOTIFICATION DATES

[#] Application Period	Notification Date
1 June to 15 July	Within fourteen (14) working days on the outcome of the application via email*

*only successful applicants will be notified

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Self-Declaration Form
(FULL-TIME UNDERGRADUATE STUDENTS)

Please read these instructions carefully.

1. This form is to be completed by family members/guardian/siblings/grandparents/relatives who are of the following category.
 - Student
 - NSF
 - Self-employed
 - Unemployed
 - Retired
 - Housewife
2. Please submit one declaration form for each person.
3. Kindly submit the completed form(s) together with your Study Loan application form.

I, _____ of NRIC/Passport No. : _____,
(Family Member's/Guardian's/Sibling's/Grandparent's/Relative's Name) (Family Member's/Guardian's/Sibling's/Grandparent's/Relative's NRIC/Passport Number)
am the parent/grandparent/spouse/sibling/child/guardian/relative of student _____;
(Please delete accordingly) (Student's Name)
_____, currently enrolled in _____ for
(NRIC Number) (Programme Name)
programme academic year: _____.
(YYYY/MM)

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

- Housewife
- NS Men
- Retiree

- Student (to submit student card or admission letter)
- Self-Employed
- Unemployed
(to submit CPF contribution statements for the past 12 months)

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 Family Member/Guardian/Sibling/Grandparent/Relative

Date

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Self-Declaration Form (For address only)

Please **read** these instructions carefully.

1. This form is to be completed by applicant/family members/guardian/siblings/grandparents/relatives who are staying in the same household but have different residential address reflected in the NRIC.
2. Please submit one declaration form for each person.
3. Kindly submit the completed form(s) together with your MOE Bursary and/or Study Grant application form.

I, _____ of NRIC/FIN 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 parent/grandparent/spouse/sibling/child/guardian/relative of student _____ ;
(Please delete accordingly) (Student's Name)

_____. I declare that I am staying in _____
(NRIC Number)

(Full Residential Address)

and is supporting/supported by the family.

The reason for a different NRIC address is because:

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