

## Study Loan Scheme (SL) – Application Procedures

1. Complete all the fields required in the SL application form. Do not leave any fields in the application form blank. Indicate “NA” if any field is not applicable.
2. Print and complete the Document Checklist form
3. Ensure the supporting documents are submitted in hardcopies (a clearly photocopied set) together with the document checklist
4. If any of your parents or siblings is self-employed, you are required to download and submit the completed Self-Declaration form.
5. Ensure all forms and supporting documents listed in point 1,2,3 & 4 are enclosed in a sealed envelope with your full name indicated on the envelope.
6. You can submit your completed forms and the required supporting documents to Office of Student Administration (OSA) via the OSA submission box located at Building 3, level 2.
7. You will receive an email from OSA on the outcome of your application within 2 weeks upon receipt of all relevant documents.
8. Successful applicants will receive an email from OSA consisting of the loan agreement and instruction to collect the approval letter in person.
9. If you and your guarantor are in Singapore, please refer to Point A
10. If your guarantor is not residing in Singapore, please refer to Point B
11. Keep a copy of the duly executed loan agreement received from the bank for your future reference.
12. Once the completed application form is submitted to DBS bank, DBS bank will notify you through mail your application status and the loan information.
13. You need only apply once for this study loan to cover you for the entire duration of your undergraduate course in SUTD.

**A. If your guarantor is residing in Singapore, please proceed to DBS Raffles Place branch with your guarantor to sign the loan agreement.**

The location and operating hours are as follows:

**DBS Raffles Place Branch**

22 Malacca St #01-00 RB Capital Building  
Singapore 048980

**Operating hours**

- Mondays to Fridays: 8.30am to 4.30pm
- Saturdays: 8.30am to 1pm
- Excluding Sundays and Public Holidays

Please bring along the following documents:

- a) The approval letter and a copy of SL agreement form
- b) A copy of the letter of offer for admission to SUTD (freshmen) or a photocopy of the student card (for students currently enrolled in SUTD)
- c) A copy of your personal identity card/ valid passport with no less than 6 months to expiry date (applicable to non-Singaporeans/ Permanent Residents only)

- d) A copy of Guarantor's personal identity card/ valid passport with no less than 6 months to expiry date (applicable to non-Singaporeans/ Permanent Residents only)
- e) Proof of residential address (if you do not have any bank account with POSB/DBS at the point of SL application)

Acceptable documents for proof of residential address must be dated within the last 3 months, and can be one of the following:

(i) School Letters

- Any correspondence from SUTD to the applicant at the stated address; or
- Status Letter from the Registrar to certify that the applicant is staying in the hostel.

(ii) Other Documents

- Telephone bills, utility bills, credit card or bank statements.  
(Note: if the bill or statement reflects the parent's name instead of the applicant's, proof of relationship such as birth certificate must also be provided.)

**IMPORTANT:** Applicants and Guarantors must update DBS Bank of any change in their personal information i.e. mobile number and address before the submission of their loan application.

**B. Applicable for international students**

If your guarantor is not residing in Singapore, please refer to the [SL Guarantor Verification Process](#).