



## Financial Aid Application (Study Loan)

### INSTRUCTIONS TO APPLICANT

- Complete this checklist and submit it together with your Study Loan application form.
- Use this checklist to ensure that all required supporting documents are submitted with your application. This is to avoid any delay in processing your application.
- Submit your completed checklist and application form together with the following documents
 

By Hand:	By Post:
<b>Office of Student Administration</b>	<b>Office of Student Administration</b>
<b>Submission Box located at SUTD Building 3 Level 2</b>	<b>Singapore University of Technology and Design (SUTD)</b>
	<b>8 Somapah Road, Singapore 487372</b>
- If you have any queries, please contact the Office of Student Administration at email: [scholarships\\_financialaid@sutd.edu.sg](mailto:scholarships_financialaid@sutd.edu.sg).

### FULL-TIME UNDERGRADUATE STUDENT'S PARTICULARS

Student's Name:	Student ID:	Contact No. in Singapore:
Marital Status of applicant: <input type="checkbox"/> Single <input type="checkbox"/> Married	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	

### DOCUMENTS REQUIRED FOR STUDY LOAN APPLICATION (please tick ✓ accordingly)

1.	<b>Printed Copy of Application Form</b>	<input type="checkbox"/> Please ensure that your Application Form is duly completed and signed so as to avoid delay in processing.
2.	<b>For Study Loan application</b>	<p>Please attach the following documents in your study loan application:</p> <p>For International Students:</p> <input type="checkbox"/> Letter of offer for tuition fee loan (First time applicant) <input type="checkbox"/> Proof of residential address (If you do <u>not</u> have any bank account with POSB/DBS at the point of SL application) <p>For student who is Singapore Citizen or Singapore Permanent Resident:</p> <input type="checkbox"/> Letter of offer for tuition fee loan (First time applicant) / <input type="checkbox"/> Approval letter stating the amount of CPF Fund being used for tuition fee / <input type="checkbox"/> Approval Letter from Mendaki (TTFS) <input type="checkbox"/> Proof of residential address (If you do <u>not</u> have any bank account with POSB/DBS at the point of SL application) <p style="color: red;"><b>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></p>

#### No. of family members staying in the same household

Applicant	Parents	Siblings	Relatives	Total no.:
1				

### SECTION A (please tick ✓ accordingly) :

- Note:**
- Please provide latest 3 months payslips (i.e. payslips for Jan 2019, Feb 2019, Mar or Apr 2019 if submitting application in Apr 2019).
  - Employer's Letter must be dated not more than 3 months back from the date of application (i.e. documents to be dated not earlier than Jan 2019 if submitting application in Apr 2019). It should also indicate the salary earned monthly.
  - Please provide the latest Income Tax Year of Assessment, or equivalent document(s) if your family members do not work in Singapore.
  - No income document is required only if parent/spouse is divorced/separated and he/she is not staying with applicant.
  - Official translation of the documents is required if the documents are not printed in the English language.
  - All Self-Declaration letters have to be certified by a Notary Public if submitted by family members who are not residing in Singapore.

<p><b>From Applicant</b></p>	<p>ID Document:</p> <p>a) Singaporean <input type="checkbox"/> NRIC</p> <p>b) Singapore Permanent Resident <input type="checkbox"/> NRIC</p> <p>c) Non-Singapore Citizen <input type="checkbox"/> Passport</p> <p><b>If you are currently not employed, you are not required to fill in the employment status mentioned below.</b></p> <p>Employment Status:</p> <p>a) Employed <input type="checkbox"/> Latest 3 months Income Slip / <input type="checkbox"/> Employer's Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p>
<p><b>From Father</b></p>	<p>ID Document:</p> <p>a) Singaporean <input type="checkbox"/> NRIC</p> <p>b) Singapore Permanent Resident <input type="checkbox"/> NRIC</p> <p>c) Non-Singapore Citizen <input type="checkbox"/> Passport or Proof of Residency Status in Singapore</p> <p>Marital Status Document (If divorced/ separated/ widowed):  <input type="checkbox"/> Divorce Document / <input type="checkbox"/> Separation Document / <input type="checkbox"/> Death Certificate</p> <p>Employment Status:</p> <p>a) Employed <input type="checkbox"/> Latest 3 months Income Slip / <input type="checkbox"/> Employer's Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>c) Unemployed / Retired <input type="checkbox"/> Self-Declaration Letter / <input type="checkbox"/> Retirement letter from Co.</p>
<p><b>From Mother</b></p>	<p>ID Document:</p> <p>a) Singaporean <input type="checkbox"/> NRIC</p> <p>b) Singapore Permanent Resident <input type="checkbox"/> NRIC</p> <p>c) Non-Singapore Citizen <input type="checkbox"/> Passport or Proof of Residency Status in Singapore</p> <p>Marital Status Document (If divorced/ separated/ widowed):  <input type="checkbox"/> Divorce Document / <input type="checkbox"/> Separation Document / <input type="checkbox"/> Death Certificate</p> <p>Employment Status:</p> <p>a) Employed <input type="checkbox"/> Latest 3 months Income Slip / <input type="checkbox"/> Employer's Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>c) Unemployed / Retired <input type="checkbox"/> Self-Declaration Letter / <input type="checkbox"/> Retirement letter from Co.</p>

<p><b>From Siblings / Other Relatives staying in the same household</b></p>	<p><b>For all Siblings / Relatives:</b></p> <p>ID Document:</p> <p>a) Singaporean <input type="checkbox"/> NRIC</p> <p>b) Singaporean aged below 15 years <input type="checkbox"/> Birth Certificate</p> <p>c) Singapore Permanent Resident <input type="checkbox"/> NRIC</p> <p>d) Non-Singapore Citizen <input type="checkbox"/> Passport or Proof of Residency Status in Singapore</p> <p>Marital Status Document (If divorced/ separated/ widowed):</p> <p><input type="checkbox"/> Divorce Document / <input type="checkbox"/> Separation Document / <input type="checkbox"/> Death Certificate</p> <p>Employment Status:</p> <p>a) Employed <input type="checkbox"/> Latest 3 months Income Slip / <input type="checkbox"/> Employer's Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>c) Unemployed / Retired <input type="checkbox"/> Self-Declaration Letter / <input type="checkbox"/> Retirement letter from Co.</p> <p>d) Student aged 26 &amp; above <input type="checkbox"/> Self-Declaration Letter</p> <p>e) Student aged 25 &amp; below/ NS (Full Time) <input type="checkbox"/> No document required.</p>
<p><b>From Spouse (if applicant is married)</b></p>	<p>ID Document:</p> <p>a) Singaporean <input type="checkbox"/> NRIC</p> <p>b) Singapore Permanent Resident <input type="checkbox"/> NRIC</p> <p>c) Non-Singapore Citizen <input type="checkbox"/> Passport or Proof of Residency Status in Singapore</p> <p>Marital Status Document (If divorced/ separated/ widowed):</p> <p><input type="checkbox"/> Divorce Document / <input type="checkbox"/> Separation Document / <input type="checkbox"/> Death Certificate</p> <p>Employment Status:</p> <p>a) Employed <input type="checkbox"/> Latest 3 months Income Slip / <input type="checkbox"/> Employer's Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter <b>AND</b>  <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>c) Unemployed / Retired <input type="checkbox"/> Self-Declaration Letter / <input type="checkbox"/> Retirement letter from Co.</p> <p>d) Student aged 26 &amp; above <input type="checkbox"/> Self-Declaration Letter</p> <p>e) Student aged 25 &amp; below/ NS (Full Time) <input type="checkbox"/> No document required</p>
<p><b>From Children</b></p> <p>(Total no.: __)</p>	<p><b>For all Children:</b></p> <p>ID Document:</p> <p>a) Singaporean <input type="checkbox"/> NRIC</p> <p>b) Singaporean aged below 15 years <input type="checkbox"/> Birth Certificate</p> <p>c) Singapore Permanent Resident <input type="checkbox"/> NRIC</p> <p>d) Non-Singapore Citizen <input type="checkbox"/> Passport or Proof of Residency Status in Singapore</p> <p>Employment Status:</p> <p>a) Student aged 26 &amp; above <input type="checkbox"/> Self-Declaration Letter</p> <p>b) Student aged 25 &amp; below/ NS (Full Time) <input type="checkbox"/> No document required</p>

**From Guarantor**

ID Document:

- a) Singaporean  NRIC
- b) Singapore Permanent Resident  NRIC
- c) Non-Singapore Citizen  Passport

For guarantors who are not in Singapore, a certified true copy (certified by a DBS bank officer, an officer from Singapore Embassy or Notary Public of the foreign country witnessing the signing of the guarantor) of the above mentioned ID document is needed.