

INSTRUCTIONS TO APPLICANT

- Use this checklist to ensure that all required supporting documents are submitted with your Tuition Fee Loan application. This is to avoid any delay in processing your application.
- If you have any queries, please contact the Office of Student Administration at email: scholarships_financialaid@sutd.edu.sg.

DOCUMENTS REQUIRED FOR TUITION FEE LOAN APPLICATION (please tick ✓ accordingly)

Copy of Application Form	<input type="checkbox"/> Ensure that your Application Form is duly completed and signed so as to avoid delay in processing.	
Student's Status	Please attach the following documents in your tuition fee loan application: <input type="checkbox"/> Letter of offer for admission to SUTD (for freshmen) OR Photocopy of student card (for students currently enrolled in SUTD) <input type="checkbox"/> Proof of residential address (If you are opening a new DBS account)	
From Applicant	<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>If you are currently not employed, you are not required to fill in the employment status mentioned below.</p> <p>Employment Status:</p> <p>a) Employed <input type="checkbox"/> Latest Income Slip / <input type="checkbox"/> Employer's Letter / <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter / <input type="checkbox"/> Latest Income Tax Notice of Assessment</p>	<p>Note:</p> <ul style="list-style-type: none"> Please provide latest pay-slip. Employer's Letter must be dated not more than 3 months back (i.e. documents to be dated Jan 2019, Feb 2019, Mar or Apr 2019 if submitting application in Apr 2019). Please provide the latest Income Tax Year of Assessment document, or equivalent document(s) if your guarantor does not work in Singapore.
From Guarantor	<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>For guarantors who are not in Singapore, a <u>certified true copy</u> (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.</p> <p><u>Employment Status:</u></p> <p>a) Employed <input type="checkbox"/> Income Slip / <input type="checkbox"/> Employer's Letter / <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self-Employed <input type="checkbox"/> Self-Declaration Letter / <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>(For retiree, please provide documents that demonstrate your financial independence e.g. Fixed deposit statement or Bank statement).</p>	