



Financial Aid Application (Bursary, Study/Bursary Award & Special Programme/Grant)

INSTRUCTIONS TO APPLICANT

- Complete this checklist and submit it together with your Bursary, Study/Bursary Award, Special Programme/Grant 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:
Office of Student Administration	Office of Student Administration
Submission Box located at SUTD Building 3 Level 2	Singapore University of Technology and Design (SUTD)
	8 Somapah Road, Singapore 487372
- If you have any queries, please contact the Office of Student Administration at email: studentadmin@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 FINANCIAL AID APPLICATION

1. Printed Copy of Application Form	<input type="checkbox"/> Please ensure that your Application Form is duly completed and signed so as to avoid delay in processing.
2. Identification and Income Documents	<input type="checkbox"/> Ensure you have attached all required Identification and Income Documents stated in Section A.
3. Short Write-up	<input type="checkbox"/> Attach the Write-up required for Study / Bursary Award and Special Programme / Grant application. Please refer to Section B for the questions.

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 2017, Feb 2017, Mar or Apr 2017 if submitting application in Apr 2017).
- 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 2017 if submitting application in Apr 2017).
- Please provide the latest Income Tax Year of Assessment/ IR8A/8E document.
- 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 are 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.

From Applicant	ID Document:
	a) Singaporean <input type="checkbox"/> NRIC
	b) Singapore Permanent Resident <input type="checkbox"/> NRIC
c) Non-Singapore Citizen <input type="checkbox"/> Passport	
If you are currently not employed, you are not required to fill in the employment status mentioned below.	
Employment Status:	
a) Employed <input type="checkbox"/> Latest 3 months Income Slip / <input type="checkbox"/> Employer's Letter AND	
<input type="checkbox"/> Latest Income Tax Notice of Assessment	
b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND	
<input type="checkbox"/> Latest Income Tax Notice of Assessment	

<p>From Father</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 AND <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND <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>From Mother</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 AND <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND <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>From Siblings / Other Relatives staying in the same household</p>	<p>For all Siblings / Relatives :</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 AND <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND <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 & above <input type="checkbox"/> Self-Declaration Letter</p> <p>e) Student aged 25 & below/ NS (Full Time) <input type="checkbox"/> No document required.</p>

From Spouse (if applicant is married)	<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 AND <input type="checkbox"/> Latest Income Tax Notice of Assessment</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND <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 & above <input type="checkbox"/> Self-Declaration Letter</p> <p>e) Student aged 25 & below/ NS (Full Time) <input type="checkbox"/> No document required</p>
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From Children (Total no.:_)	<p>For all Children:</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 & above <input type="checkbox"/> Self-Declaration Letter</p> <p>b) Student aged 25 & below/ NS (Full Time) <input type="checkbox"/> No document required</p>
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SECTION B:

WRITE UP REQUIRED FOR STUDY/ BURSARY AWARD & SPECIAL PROGRAMME/ GRANT APPLICATION
(Not applicable if you are ONLY applying for MOE and CDC/CCC Bursaries)

Short Write-up	<p>Please provide a short write up (type-written) in 100 words or less for each question.</p> <ol style="list-style-type: none"> Please share with us your household financial circumstances and your need for financial aid. What is your proudest achievement in the last year? Describe a community service experience or something you have done that has made a difference to others. What would you like to do to change the world for the better? Please share your research interest and what you have done so far / what you plan to do on your research interest.
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