

Study Loan Application

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

Via Email:

Email to scholarships_financialaid@sutd.edu.sg in a single PDF file.

By Hand:

Office of Student Administration
Submission Box located at SUTD
Building 3 Level 2

By Post:

Office of Student Administration
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: 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.	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.	For Study Loan application	<p>Please attach the following documents in your study loan application:</p> <p>For International Students:</p> <ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <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>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.</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 Mar 2023, Apr 2023, May or Jun 2023 if submitting application in Jun 2023).
- 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 Mar 2023 if submitting application in Jun 2023). It should also indicate the gross 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>From Applicant</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>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 3 months Income Slip / <input type="checkbox"/> Employer's Letter AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p>
<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): <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 AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>c) Unemployed / Retired <input type="checkbox"/> Self-Declaration Letter / <input type="checkbox"/> Retirement letter from Co. AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</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): <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 <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>c) Unemployed / Retired <input type="checkbox"/> Self-Declaration Letter / <input type="checkbox"/> Retirement letter from Co. AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</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 Income Slip / <input type="checkbox"/> Employer's Letter AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>c) Unemployed / Retired <input type="checkbox"/> Self-Declaration Letter / <input type="checkbox"/> Retirement letter from Co. <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>d) Student aged 26 & Above <input type="checkbox"/> Self-Declaration Letter <input type="checkbox"/> Student Card / <input type="checkbox"/> Enrolment Letter</p> <p>e) Student aged 25 & Below <input type="checkbox"/> Student Card / <input type="checkbox"/> Enrolment Letter</p> <p>f) NS (Full Time) <input type="checkbox"/> 11B</p>
<p>From Spouse (if applicant is married)</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 Income Slip / <input type="checkbox"/> Employer's Letter AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>b) Self - Employed <input type="checkbox"/> Self-Declaration Letter AND <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>c) Unemployed / Retired <input type="checkbox"/> Self-Declaration Letter / <input type="checkbox"/> Retirement letter from Co. <input type="checkbox"/> Latest Income Tax Notice of Assessment AND <input type="checkbox"/> CPF Contribution for the past 6 months (SC & SPR only)</p> <p>d) Student aged 26 & Above <input type="checkbox"/> Self-Declaration Letter <input type="checkbox"/> Student Card / <input type="checkbox"/> Enrolment Letter</p> <p>e) Student aged 25 & Below <input type="checkbox"/> Student Card / <input type="checkbox"/> Enrolment Letter</p> <p>f) NS (Full Time) <input type="checkbox"/> 11B</p>
<p>From Children</p> <p>(Total No.: _____)</p>	<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 <input type="checkbox"/> Student Card / <input type="checkbox"/> Enrolment Letter</p> <p>b) Student aged 25 & Below <input type="checkbox"/> Student Card / <input type="checkbox"/> Enrolment Letter</p> <p>c) NS (Full Time) <input type="checkbox"/> 11B</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.