

# Supporting documents to submit

## 1. Identification (compulsory)

For **first-time** bursary applicants:

- a) NRICs (both sides) of **all** household members
- b) SAF Green IC 11B both sides for National Service Man
- c) Birth certificate of household members below 15 years old
- d) Long term visit pass (both sides) or work permit (both side) of non-Singaporean household members
- e) Death certificate, deed of separation or divorce decree (if applicable)

For **repeat** bursary applicants:

- a) Submit [Declaration Form](#) (complete Section V : Declaration of Family Status) if there is no change in family status.  
*NRICs, BCs are required if there is change in family status (eg. Additional household members, household members move out, change of address, etc.)*

## 2. Student / NS status

Household members who are:

- a) **Studying full-time** in ITE / Polytechnic / Local Autonomous University
  - Matriculation card
- b) **Studying full-time** overseas or in private institution
  - School letter / document that show name of student and course duration
- c) **Studying part-time**
  - CPF contribution history for last 6 months (download PDF)
- d) Above 16 years old and **studying in Secondary School or Junior College**
  - Concession card  
*Indicate name of school under the occupation section (eg. Dunman Secondary School student, Eunoia Junior College student etc.)*
- e) **Awaiting admission** to ITE / Polytechnic / University
  - Offer letter from school
- f) **Awaiting for NS enlistment**
  - Enlistment letter or CPF contribution history for past 6 months

### 3. Income Declaration (compulsory)

Household members who are:

a) **Employed**

- Recent 3 months' payslips **AND** CPF contribution history for last 6 months (download PDF from CPF)
  - *If employed and unable to produce payslip, please submit CPF contribution history for last 6 months and [Declaration form](#) (complete Section III: Declaration of Employment \*unable to produce payslip)*
  - *If you have recently joined or switched to new company (less than 2 months), please include employment contract*

b) **Self-employed**

- CPF contribution history for last 12 months (download PDF)
- [Declaration form](#) (complete Section I: Declaration of Self-Employment)
- Current year Income Tax Notice of Assessment (NOA)

c) **Unemployed, Retired, Housewife**

- CPF contribution history for last 6 Months (download CPF)
- [Declaration form](#) (complete Section II: Declaration of Unemployment)

### 4. Others

Other latest supporting documents that may reflect your family's financial situation

Examples:

- Medical report
- Public Assistance letter
- Letter from counsellors
- Letter from Government Agency
- Death certificate
- Divorce document
- Company letter on confirmation of resignation, termination, end of contract or retrenchment)

\* Additional documentation may be requested to validate the application

\* Learn more on how to retrieve [CPF contribution history](#) or [Income Tax Notice of Assessment \(NOA\)](#).