



# RP Bursary Application Guide

## (Full-Time Diploma & PFP Students)

- a. Financial Assistance Scholarship System (FAST)
- b. Supporting Documents Checklist

Office of Student Support (OSS) 

# How to Apply for RP Bursary

**Step 1:** Read the [FAST Application Guide](#) and [Supporting Documents Checklist](#) to prepare documents.

**Step 2:** Log in to [Financial Assistance Scholarship System \(FAST\)](#), you need to have a **valid RP Student's Account and Password** (*recommended browser: Chrome*)

Note:

- Bursary application is available throughout the entire academic year; application period for AY2020 Semester 2 (Nov exercise) is between **12 Oct – 26 Oct (please note closing date)**.
- Students are awarded government bursary **once an academic year**; students who are awarded bursary in Semester 1 **will not be eligible** for this same bursary in Semester 2.
- Please **do not submit a bursary application via FAST if you were awarded a bursary in Semester 1**. Your application will not be processed and will be rejected.
- Students will notified of the bursary outcome via their RP email in end-Nov/Dec.
- It may take up to 4 months for approved applicants to eventually receive their bursary money.



# BURSARY APPLICATION (FIRST-TIME APPLICANT VIA FAST)

Click on the number or panel to view each segment of application form

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Application Status via FAST

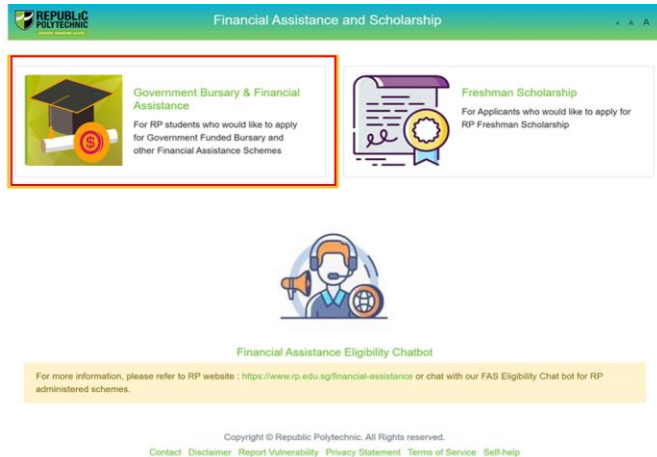
FAQs



# 01: Assessing the System

To log in to the portal, you need to have a **valid RP Student's Account and Password**. You can access the portal via:

<b>Direct URL</b>	<a href="https://fast.rp.edu.sg">https://fast.rp.edu.sg</a> (recommended browser: Chrome)	<b>Scan QR Code</b>	
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REPUBLIC POLYTECHNIC Financial Assistance and Scholarship

**Government Bursary & Financial Assistance**  
For RP students who would like to apply for Government Funded Bursary and other Financial Assistance Schemes

**Freshman Scholarship**  
For Applicants who would like to apply for RP Freshman Scholarship

**Financial Assistance Eligibility Chatbot**

For more information, please refer to RP website : <https://www.rp.edu.sg/financial-assistance> or chat with our FAS Eligibility Chat bot for RP administered schemes.

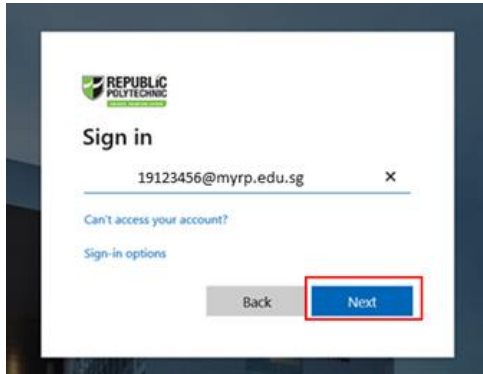
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Contact Disclaimer Report Vulnerability Privacy Statement Terms of Service Self-help

Click on '**Government Bursary & Financial Assistance**' icon.

- To find out your bursary eligibility, read bursary details and/or chat with our [FAS Eligibility Chatbot](#).
- **To submit your application successfully**, you will require **identification & income documents** (NRIC/Birth Certificate, latest Payslips, latest CPF Contribution History, Student Card, etc) of all family members staying with you in same household.
- Prepare **all supporting documents in advance** before submitting your online application. Check [here for supporting documents checklist](#).



# 01: Assessing the System



REPUBLIC  
POLYTECHNIC

## Sign in

19123456@myrp.edu.sg

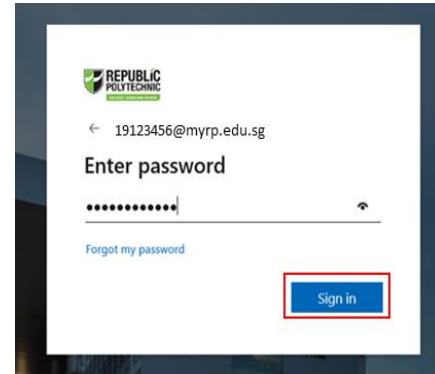
Can't access your account?

Sign-in options

Back Next

Enter your **RP Student ID** followed by  
**@myrp.edu.sg** (eg: 1999999@myrp.edu.sg)

Click on '**Next**' button.



REPUBLIC  
POLYTECHNIC

← 19123456@myrp.edu.sg

## Enter password

.....

Forgot my password

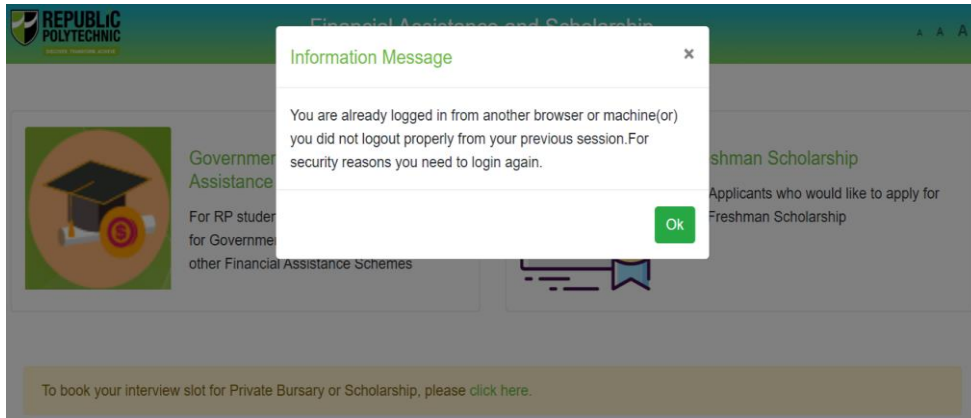
Sign in

Enter your **password**. Click on '**Sign In**' button.

*Note: You are not allowed to use concurrent Login in the system. If you are already logged in from another browser or machine or you did not logout properly from your previous session. For security reasons, you need to login again.*



# 01: Assessing the System




\*If you are getting the above pop-up, click on 'Ok' button.

This will clear all your existing sessions in the application and redirect you to login page.

You need to Login again to assess the application form.



## 02: Home Page

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AY2020 RP Bursary	2020	AY2020 RP Bursary			26/10/2020

On successful authentication, you will be able to see the current bursary exercise for which you are eligible to apply and the applications that you have submitted in previous academic years (if applicable).

In the **Homepage**, click on the **Bursary icon** under '**Action**' column:

- For Full-Time Diploma students '**AY2020 RP Bursary (Full Time)**'.
- For PFP students '**AY2020 RP Bursary (PFP)**'.

*Ensure you submit your application by the closing date (by 26 Oct, 2359pm)*



## 02: Applicant Declaration to Bursary Terms & Conditions

### Declaration by Applicant

**Declaration**

I declare that the information provided in my online and hardcopy application is true to the best of my knowledge, and I have not wilfully suppressed or omitted any information or facts.

By submitting this application:

1. I accept that if my application is incomplete, it will not be processed.
2. I accept that RP may disclose my particulars to donors, other government agencies and/or my parents/legal guardians for the purpose authorised by RP, where applicable.
3. I have no objection for RP to share the information given herein for the purpose of financial assistance, student care and statistics.
4. I accept that the bursary money may be used to offset any outstanding fees that I owe to RP.
5. I am aware that I will be required to refund the bursary quantum in full or partial, if I am dismissed or if I withdraw or defer voluntarily from my course of study or is in receipt of a full scholarship or sponsorship that covers tuition fees and provides a monthly or annual living allowance.
6. I am aware that a valid GIRO account registered with RP is required for the disbursement of bursary and/or financial assistance monies. I will ensure that a GIRO application is established with RP to facilitate disbursement of bursary and/or financial assistance monies.
7. I am aware that if the information provided is false, my application will be rejected. I will refund the full value of the amount awarded and will be subjected to disciplinary actions if any of the information above is subsequently found to be falsely declared.
8. I accept that the decision made by RP with regards to my application is final.

[I Agree](#)

2020 TestWpro-GB 30/09/2020

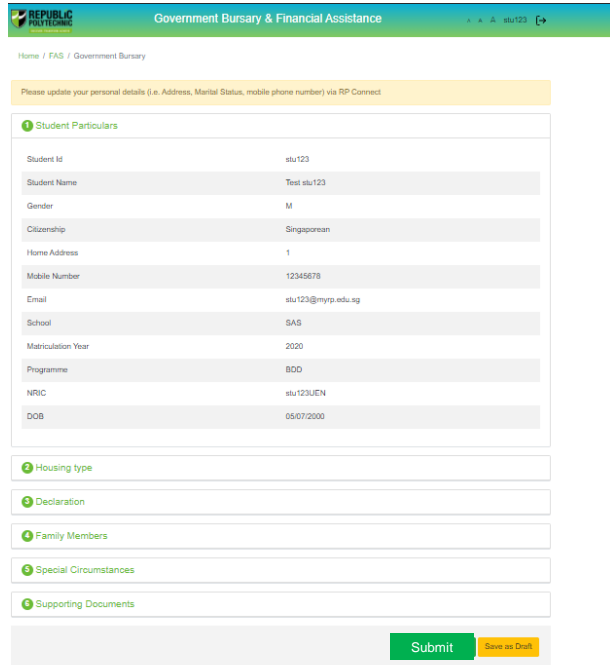
Read the '**Declaration by Applicant**' in the pop-up.

Click on '**I Agree**' button to proceed to the application form. You will be redirected to the Government Bursary Application form.





# 03: View Application Form & Applicant Particulars



REPUBLIC OF SINGAPORE  
Government Bursary & Financial Assistance

Home / FAS / Government Bursary

Please update your personal details (i.e. Address, Marital Status, mobile phone number) via RP Connect

**1 Student Particulars**

Student Id	stu123
Student Name	Test stu123
Gender	M
Citizenship	Singaporean
Home Address	1
Mobile Number	12345678
Email	stu123@myrp.edu.sg
School	SAS
Matriculation Year	2020
Programme	BDD
NRIC	stu123UEN
DOB	05/07/2000

**2 Housing type**

**3 Declaration**

**4 Family Members**

**5 Special Circumstances**

**6 Supporting Documents**

[Submit](#) [Save as Draft](#)

This is the full view of the application form.



## 03: Review Applicant Particulars



REPUBLIC POLYTECHNIC  
Government Bursary & Financial Assistance stu127

Home / FAS / Government Bursary

Please update your personal details (i.e. Address, Marital Status, mobile phone number) via RP Connect

### 1 Student Particulars

Student Id	19123456
Student Name	Marcus Tan Wei Chong
Gender	M
Citizenship	Singaporean
Home Address	Blk 811 Woodlands Vista #12-60 Singapore 620811
Mobile Number	912345678
Email	19123456@myrp.edu.sg
School	SHL
Matriculation Year	2020
Programme	DOAL
NRIC	T00123456H
DOB	05/07/2000

Review your details under ‘**Student Particulars**’.

- If there are changes to your personal details (i.e. Address, Marital Status, mobile phone number), please update the information via RP Connect by **26 Oct 2020**.
- The bursary staff will contact you via RP email or mobilephone number if clarifications are required for your bursary application.



## 03: Select Housing Type & Ownership

2 Housing type

Housing Type \*

- Select one-
- 1-Room HDB Flat
- 2-Room HDB Flat
- 3-Room HDB Flat
- 4-Room HDB Flat
- 5-Room HDB Flat
- Bungalows
- Detached House
- Executive Apartment/Mansion
- Executive Condominiums
- Others
- Private Flats/Condominiums
- Rented Room
- Semi-Detached House
- Terrace House

Housing Ownership \*

- Select one-
- Owned
- partial rental
- Rented (room)
- Rented (whole unit)

Select your '**Housing Type**' and '**Housing Ownership**' from dropdown list.



## 04: Declare External Scholarship/Sponsorship/Bursary

**3 Declaration**

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2020?

Yes  No \*

**3 Declaration**

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2020?

Yes  No \*

Name of Award *	Year *	Amount(\$) *
<input type="text" value="SAF Sponsorship"/>	<input type="text" value="2020"/>	<input type="text" value="5000"/>

Awarded By *	Coverage *	Status *
<input type="text" value="SAF"/>	<input type="text" value="Tuition Fees and Allowance"/>	<input type="text" value="Applying"/>

Upload File

Browse...

Name of Award	Year	Amount(\$)	Awarded By	Status	Coverage	File Uploaded	Remove all
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Select '**No**' if you are **not applying or not in receipt** of external scholarship/sponsorship/bursary/ study grant. Proceed to the next section of application form.

Select '**Yes**' if **you are applying or in receipt** of external scholarship/sponsorship/bursary/study grant.

Enter '**details of your award**'. Select/fill all the compulsory fields (Fields indicated as \*).

*Note: Full sponsorship/full scholarship covers your tuition fees and provides an annual or monthly living allowance (e.g. SAF Sponsorship, Home Team Sponsorship, CGH Sponsorship, TTSH Sponsorship). Mendaki Tuition Fee Subsidy Scheme is not considered as a full sponsorship as it does not provide an allowance.*



## 04: Declare External Scholarship/Sponsorship/Bursary

**3 Declaration**

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2020?

Yes  No

Name of Award \* Year \* Amount(\$) \*

Awarded By \* Coverage \* Status \*

Upload File

Browse...

Add

Name of Award	Year	Amount(\$)	Awarded By	Status	Coverage	File Uploaded	Remove all
SAF Sponsorship	2020	5000	SAF	Applying	Tuition Fees and Allowance		

When selected 'Yes', upload reference file (if any) if you have the details/confirmation for this external scholarship. If you do not have documents, you are not required to do any upload.

Choose 'Browse' to upload file(s). Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP
- Document size cannot exceed 4MB.
- All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.
- Files should include details such as Name, NRIC date etc.

Click on 'Add' button. Upon successful addition & upload, you can see the system validation as 'Success' on top right of the panel. The records will be added into the panel.

Repeat steps if needed to add another external scholarship.

Click on 'Green Trash' icon to remove the record or Click on 'Remove all' to remove all the records from the table (if required).



## 04: Declare Sibling – Full Time RP Student

Are your siblings currently studying in Republic Polytechnic?

Yes  No \*

Select '**No**' if you do not have sibling(s) who is a full-time student(s) in RP. Proceed to next section of application form.

Are your siblings currently studying in Republic Polytechnic?

Yes  No \*

Please specify sibling student id \*

20012345 x

Add

Student Id

Student Name

Remove all

Select '**Yes**' if you have sibling(s) who is a full-time student(s) in RP.

Select/fill all the compulsory fields (Fields indicated as \*).

Enter sibling's **RP Student ID**.

*Note: Ensure that the student ID is a valid number.*

Click on '**Add**' button.



## 04: Declare Sibling – Full Time RP Student

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2020?

Yes  No \*

Are your siblings currently studying in Republic Polytechnic?

Yes  No \*

Please specify sibling student id \*

Add

Student Id	Student Name	Remove all
20012345	Shaun Tan	
18012345	Venetia Tan	



System will validate the student ID entered and populate the name of the student in the table.

You can see the system validation as '**Sibling Added Successfully**' on top right of the panel.

The records are reflected in the panel.

Continue to '**Add**' another sibling's **Student ID** if you have more than one sibling.

*Note: Ensure that the student ID is a valid number.*

The record(s) of your sibling(s) will be captured in the panel.



## 05: Enter Applicant's Details (Self) – First Time Applicant in FAST

4 Family Members

Name *	Year of Birth *	NRIC *
Mckenzie	1998	S9906000S
Relationship *	Marital Status *	Employment Status *
Self	-Select one-	Full-Time Student (aged 17 & above)
Occupation *	Gross Monthly Income *	Living with Applicant *
Student	0	<input type="radio"/> Yes <input checked="" type="radio"/> No
Level of Study *		
Poly		

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross Monthly Income	Living With Applicant	Remove
										<input type="button" value="all"/>

Rental Income \*

Total Monthly Income 0.00

Per Capita Income

All your details are pre-filled by the system. Select/fill all the compulsory fields (Fields indicated as \*).

You need to select **Marital Status** from the dropdown list.

*Note: Married applicant is to include details and submit documents of their spouse and child(ren) if any. Spouse and child(ren) may or may not be staying with applicant. Divorced/separated applicant to include details & documents of their child(ren) if any. Child(ren) may or may not be staying with applicant. [Refer to divorce documents on legal custody, care & control.](#)*

For **Gross Monthly Income**, state '0' as you are a full-time student.

*Note: Internship allowance and earnings from your vacation/weekend jobs are excluded as you are a full-time student.*

Click on 'Add' button.





## 05: Enter Applicant's Details (Self) – First Time Applicant in FAST

Are your siblings currently studying in Republic Polytechnic?  
 Yes  No \*

**Family Members**

I declare there is no change in my family status and would like to prefill the application using last bursary application records  
 No Change  There are changes \*

Name *	Year of Birth *	NRIC *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship *	Marital Status *	Employment Status *
<input type="text" value="-Select one-"/>	<input type="text" value="-Select one-"/>	<input type="text" value="-Select one-"/>
Occupation *	Gross Monthly Income *	Living with Applicant *
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross Monthly Income	Living With Applicant	Remove
1	MARCUS Tan Wei Chong	17	7002234567	Self	Single	Full-Time Student (aged 17 & above)	Student	0	Yes	<input type="button" value="Remove"/>



Upon successful addition, you can see the system validation as 'Success' on top right of the panel.

The records are reflected in the panel.



## 05: Enter Family Members' Details

**4 Family Members**

I declare there is no change in my family status and would like to prefill the application using last bursary application records  
 No Change  There are changes \*

Name *	Year of Birth *	NRIC *
<input type="text" value="John Tan"/>	<input type="text" value="1974"/>	<input type="text" value="S7412345H"/>
Relationship *	Marital Status *	Employment Status *
<input type="text" value="Father"/>	<input type="text" value="Married"/>	<input type="text" value="Full-Time Employment"/>
Occupation *	Gross Monthly Income *	Living with Applicant *
<input type="text" value="Administrator"/>	<input type="text" value="3500"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross Monthly Income	Living With Applicant	Remove all
1	Marcus Tan Wei Chong	20	T00123456H	Self	Single	Full-Time Student (aged 17 & above)	Student	0	Yes	

You will be able to add any number of family members in this section. All the fields with \* are compulsory.

Enter your family member's (e.g. father) '**Name**', '**Year of Birth**', '**NRIC Number**'.

Select '**Relationship (to Applicant)**', '**Marital Status**', '**Employment Status**'.

*Note: For family members who are divorced/separated, [refer to divorce documents on legal custody, care & control.](#)*

Enter '**Occupation**' and '**Gross Monthly Income**'.

Select '**Living with Applicant**'.

Click on '**Add**' button.



## 05: Enter Family Members' Details & Rental Income

Are your siblings currently studying in Republic Polytechnic?  
 Yes  No \*

**Family Members**

I declare there is no change in my family status and would like to prefill the application using last bursary application records.  
 No Change  There are changes \*

Name \* Year of Birth \* NRIC \*

Relationship \* Marital Status \* Employment Status \*

-Select one- -Select one- -Select one-

Occupation \* Gross Monthly Income \* Living with Applicant \*

Yes  No

**Add**

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross Monthly Income	Living With Applicant	Remove
1	Marcus Tan Wei Chong		T00123456H	Self	Single	Full-Time Student (aged 17 & above)	Student	0	Yes	
2	John Tan	47	S1234567G	Father	Married	Full-Time Employment	Administrator	4000	Yes	



Upon successful addition, you can see the system validation as **'Success'** on top right of the panel. The records are reflected in the panel.

Click on **'Remove all'** to remove all the records from the table (Except 'Self' record) (if required).

Click on **'pencil icon'** to edit the record (if required). If you click this icon, the details of the family member will be populated in the boxes above. You will be able to edit the details and click on **'Update'** button.

Click on **'green trash' icon'** to remove the record.

**Continue to enter and add details for ALL family members living with you in same household.**

(Note: this is a compulsory field \*):

- For **rental income**: Enter the amount (e.g. '500') as appropriate. *There is no need to enter the '\$' sign.*
- If there is **no rental income**: Enter '0'. *There is no need to enter the '\$' sign*

2	John Tan	46	S7412345H	Father	Married	Full-Time Employment	Administrator	3500	Yes	
3	Vivian Lim	45	S7512345H	Mother	Married	Self Employed	Insurance	3000	Yes	

Rental Income \*

Total Monthly Income 7,000.00

Per Capita Income 2,333.33



## 06: Choose Special Circumstances (if applicable)

### 5 Special Circumstances

- Comcare
- Divorced (Self)
- Father Deceased
- Medical Condition (Family member)
- Medical Condition (Self)
- Mother Deceased
- Parents Divorced

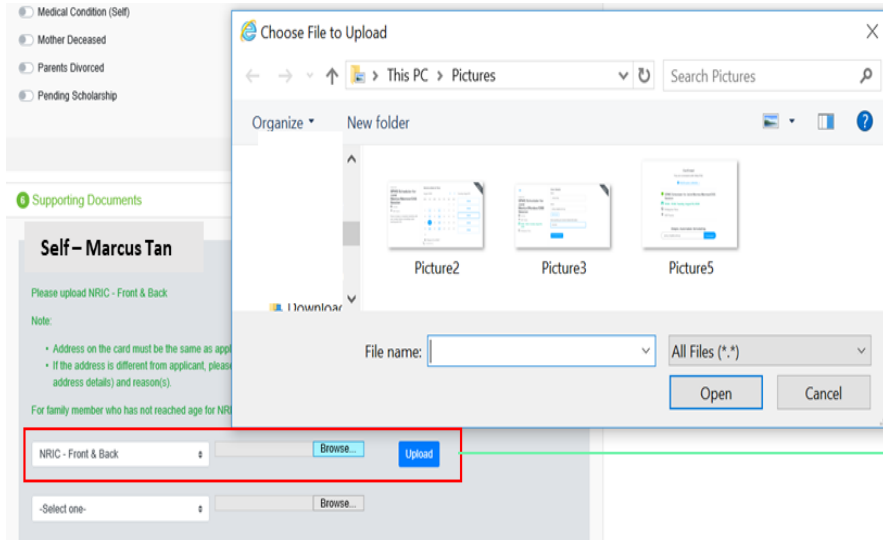
Select the **special circumstance(s)** for yourself or your family member(s) **(if applicable)**.

Note: Some selections like 'Father Deceased', 'Mother Deceased' and 'Parents Divorced' are automatically selected based on your family member particulars indicated in earlier portion of your form. Check to ensure the options are indicated correctly.

If **not applicable**, there is **no action required** from you. You are not required to select any option. Proceed to next section of the application form.



## 06: Upload Applicant's (Self) Documents (Identification)



System will pre-fill the mandatory documents for applicant & each family member based on the particulars entered in the 'Family members' section. **You are required to upload the pre-filled document of NRIC.**

Select document '**NRIC (Front & Back)**'.

*Note: Ensure you submit your NRIC front & back in a single PDF file.*

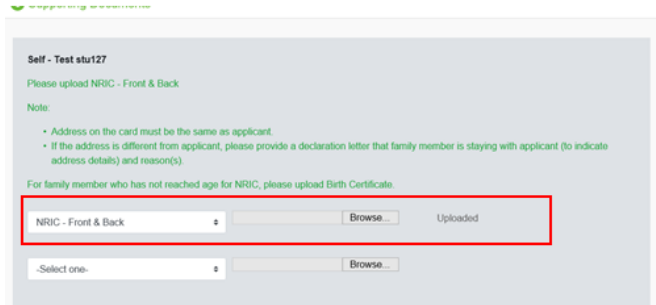
Choose '**Browse**' to upload file(s). Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP
- Document size cannot exceed 4MB.
- All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.
- Files should include details such as Name, NRIC, date etc.

Click on '**Upload**'.



## 06: Upload Applicant's (Self) Documents (Identification)



Self - Test stu127

Please upload NRIC - Front & Back

Note:

- Address on the card must be the same as applicant.
- If the address is different from applicant, please provide a declaration letter that family member is staying with applicant (to indicate address details) and reason(s).

For family member who has not reached age for NRIC, please upload Birth Certificate.

NRIC - Front & Back	<input type="text"/>	Browse...	Uploaded
-Select one-	<input type="text"/>	Browse...	



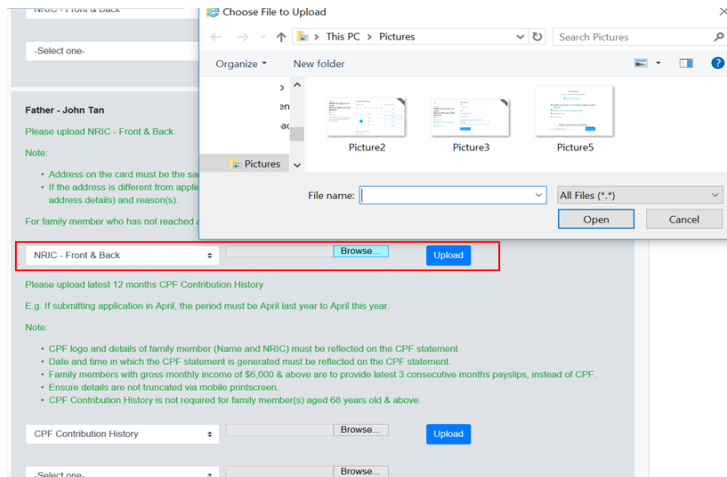
Upon successful upload, you can see the system validation as **'NRIC Front & Back' Added Successfully** on top right of the panel.

The records are reflected in the panel.

The 'Uploaded' status is reflected.



## 06: Upload Family Members' Documents (Identification)



System will pre-fill the mandatory documents for each family member based on the particulars entered in the 'Family members' section. **You are required to upload the pre-filled document of NRIC.**

For family member (e.g. father), select document '**NRIC (Front & Back)**'.

Ensure you submit the NRIC front & back in a single PDF file. Submit below documents in place of NRIC, as appropriate:

- 11B for full-time MINDEF uniformed officers (e.g. 'Regular' service status) or for National Service (NSF) 11B
- Home Team NSF Card (front & back)
- Visit Pass
- Birth Certificate

Choose '**Browse**' to upload file(s). Please note the below for file upload:

- **Only one document can be uploaded per entry.**
- **Document type must be JPG/JPEG/PNG/PDF/ZIP**
- **Document size cannot exceed 4MB.**
- **All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.**
- **Files should include details such as Name, NRIC, date etc.**

Click on '**Upload**'.



## 06: Upload Family Members' Documents (Identification)

**Father - John Tan**

Please upload NRIC - Front & Back

Note:

- Address on the card must be the same as applicant.
- If the address is different from applicant, please provide a declaration letter that family member is staying with applicant (to indicate address details) and reason(s).

For family member who has not reached age for NRIC, please upload Birth Certificate.

NRIC - Front & Back	Browse...	Uploaded
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Upon successful upload, you can see the system validation as '**NRIC Front & Back Added Successfully**' on top right of the panel.

The records are reflected in the panel.

The 'Uploaded' status is reflected.





## 06: Upload Family Members' Documents (Income)

E.g. If submitting application in April, the period must be April last year to April this year.

Note:

- CPF logo and details of family member (Name and NRIC) must be reflected on the document.
- Date and time in which the CPF statement is generated must be reflected on the document.
- Family members with gross monthly income of \$6,000 & above are to provide latest 3 months payslips.
- Ensure details are not truncated via mobile printscreen.
- CPF Contribution History is not required for family member(s) aged 68 years old & above.

-Select one-  
CPF Contribution History  
Payslip

Browse... Upload

-Select one-  
Payslip

Browse...

System will pre-fill the mandatory documents for each family member based on the particulars entered in the 'Family members' section. **You are required to submit the pre-filled document of Payslip or CPF Contribution History.**

For family member (e.g. father), select document **'Payslip or 'CPF Contribution History'**.

Ensure you upload:

- Latest 12 months CPF History original PDF document from CPF website [OR](#)
- Latest 3 Payslips. You either combine 3 payslips into a single PDF file or continue using the **"-Select One-" option** to upload remaining payslips

Choose **'Browse'** to upload file(s). Please note the below for file upload:

- **Only one document can be uploaded per entry.**
- **Document type must be JPG/JPEG/PNG/PDF/ZIP**
- **Document size cannot exceed 4MB.**
- **All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.**
- **Files should include details such as Name, NRIC, date etc.**

Click on **'Upload'**.



## 06: Upload Family Members' Documents (Income)

**Father - John Tan**

Please upload NRIC - Front & Back

Note:

- Address on the card must be the same as applicant.
- If the address is different from applicant, please provide a declaration letter that family member is staying with applicant (to indicate address details) and reason(s).

For family member who has not reached age for NRIC, please upload Birth Certificate.

NRIC - Front & Back   Uploaded

Please upload latest 12 months CPF Contribution History

E.g. If submitting application in April, the period must be April last year to April this year.

Note:

- CPF logo and details of family member (Name and NRIC) must be reflected on the CPF statement
- Date and time in which the CPF statement is generated must be reflected on the CPF statement.
- Family members with gross monthly income of \$6,000 & above are to provide latest 3 consecutive months payslips, instead of CPF.
- Ensure details are not truncated via mobile printscreen.
- CPF Contribution History is not required for family member(s) aged 68 years old & above.

CPF Contribution History   Uploaded

-Select one-

John Tan-CPF Contribution History added successfully

Upon successful upload, you can see the system validation as **'Father CPF Contribution History' Added Successfully** on top right of the panel.

The records are reflected in the panel.

The 'Uploaded' status is reflected.



## 06: Upload Family Members' Documents (Others)

The screenshot shows a web form for uploading documents. At the top, there is a dropdown menu labeled 'CPF Contribution History' with a 'Choose File' button and the text 'No file chosen'. Below it, a second dropdown menu is highlighted with a red box, labeled '-Select one-' with a 'Choose File' button and 'No file chosen'. At the bottom right of the form is a blue 'Upload' button. Below the form is a table with columns: '#', 'Relationship', 'Document Category', 'File Name', and 'Remove all'.

In addition to the pre-filled documents NRIC and Payslip/CPF, you will also be able to **upload other document types** from the “**-Select One-**” option.

For family member (e.g. father), select relevant document from drop-down list.

Choose ‘**Browse**’ to upload file(s). Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP
- Document size cannot exceed 4MB.
- All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.
- Files should include details such as Name, NRIC, date and/or signature etc , as appropriate.

Click on ‘**Upload**’.

This block contains two overlapping screenshots. The background screenshot shows the document selection dropdown menu with a list of document types. The 'Tenancy Agreement (Rental Income)' option is highlighted with a red box. The foreground screenshot is a 'Choose File to Upload' dialog box showing a file explorer view of the 'Pictures' folder. It contains three image files named 'Picture2', 'Picture3', and 'Picture5'. The 'File name' field is empty, and the file type is set to 'All Files (\*.\*)'. 'Open' and 'Cancel' buttons are visible at the bottom.



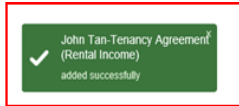
## 06: Upload Family Members' Documents (Others)

- CPF logo and details of family member (Name and NRIC) must be reflected on the CPF statement
- Date and time in which the CPF statement is generated must be reflected on the CPF statement.
- Family members with gross monthly income of \$6,000 & above are to provide latest 3 consecutive months payslips, instead of CPF.
- Ensure details are not truncated via mobile printscreen.
- CPF Contribution History is not required for family member(s) aged 68 years old & above.

CPF Contribution History  Browse...

Please upload Tenancy Agreement (Rental Income)

Tenancy Agreement (Rental Income)  Browse...



Upon successful upload, you can see the system validation as **'Father Document Added Successfully'** on top right of the panel and the records are reflected in the panel.







The 'Uploaded' status is reflected.

If you require to add more documents for Father, continue using the **"-Select One-"** option.

Continue to upload documents for **ALL family members living with you in same household as declared in Step 05.**



## 07: Review and Check Application

#	Relationship	Document Category	File Name	Remove all
1	Father - John Doe	NRIC - Front & Back	 1806000S_Father_NRIC - Front20201007T005004.jpg	
2	Father - John Doe	CPF Contribution History	 1806000S_Father_CPF Contribution History20201007T005010.jpg	
3	Self - Mckenzie	NRIC - Front & Back	 1806000S_Self_NRIC - Front20201007T004957.jpg	

Annotations: 1 points to the first document thumbnail, 2 points to the first document file name, 3 points to the 'Remove all' button, and 4 points to the second document's trash icon.

Review and check that **all submitted supporting documents are in order.**

*All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.*

1 – You will be able to see the preview if the file uploaded is an image.

2 – Click on this link to download the file for review.

3 – Click '**Remove all**' to remove all the records from the table (if required). Go back to the family member to add documents again (Step 06).

4 – Click '**Green trash**' icon to remove the file (if required) . Go back to the self or family member to add document again (Step 06).



## 07: Submit Application

For family member who has not reached age for NRIC, please upload Birth Certificate

NRIC - Front & Back  No file chosen

-Select one-  No file chosen

#	Relationship	Document Category	File Name
1	Mother - mother stu123	NRIC - Front & Back	stu123_Mother_NRIC - Front & Back20200930T214745.jpg
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200930T214745.png
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200930T215051.png
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200930T214745.jpg

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a. Once all the sections are duly filled and all supporting documents are uploaded, submit the application form by clicking on “**Submit**” button.

bi. System will validate your application form and display the error messages in a pop-up (Figure 1) and also in each section (Figure 2) if you did not fill in compulsory details (fields with \*). Examples of system validation as below.

Validation failed.

- Please Specify Housing Type
- Please Specify Housing Ownership
- Please acknowledge whether the applicant has applied/in receipt of external scholarships
- Please acknowledge whether the applicant is having siblings currently studying in Republic Polytechnic

Figure 1.

**Housing type**

Error!  
Please Specify Housing Type  
Please Specify Housing Ownership

Housing Type \*  Housing Ownership \*

**Declaration**

Error!  
Please acknowledge whether the applicant has applied/in receipt of external scholarships  
Please acknowledge whether the applicant is having siblings currently studying in Republic Polytechnic

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2020?  
 Yes  No \*

Are your siblings currently studying in Republic Polytechnic?  
 Yes  No \*

Figure 2



## 07: Submit Application

For family member who has not reached age for NRIC, please upload Birth Certificate.

NRIC - Front & Back  No file chosen Uploaded

-Select one-  No file chosen

#	Relationship	Document Category	File Name	
1	Mother - mother stu123	NRIC - Front & Back	stu123_Mother_NRIC - Front & Back20200930T214745.jpg	<input type="checkbox"/>
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200930T214745.png	<input type="checkbox"/>
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200930T215051.png	<input type="checkbox"/>
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200930T214745.jpg	<input type="checkbox"/>

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bii. You need to fill in the missing information and click on '**Submit**' button again.

**Message**

You will not be able to edit the application once submitted.

c. If all the details are verified ok, system will display a prompt message in a pop up, click on '**Submit**' button to confirm submitting your application. **Do note that you will not be able to edit the application once submitted.**

- Your application has been submitted and pending for verification.
- "Application Id for your reference : PET2020003474"

d. When the **application submission is successful**, you will see the **Application Id Reference Number** in a pop-up.



## 07: Draft Application (If Applicable)

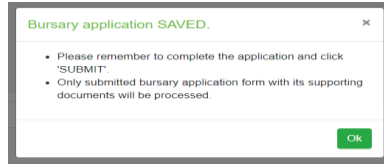
For family member who has not reached age for NRIC, please upload Birth Certificate

NRIC - Front & Back Choose File (No file chosen) Uploaded

.select one Choose File (No file chosen)

#	Relationship	Document Category	File Name
1	Mother - mother stu23	NRIC - Front & Back	stu23_Mother_NRIC - Front & Back20200907214745.jpg
2	Mother - mother stu23	Death Certificate	stu23_Mother_Death Certificate20200907214745.png
3	Mother - mother stu23	CPF Contribution History	stu23_Mother_CPF Contribution History20200907214745.png
4	Self - Test stu23	NRIC - Front & Back	stu23_Self_NRIC - Front & Back20200907214745.jpg

Submit Save as Draft



If you require more time to collate supporting documents, Click on **'Save as Draft'**.

System will save only the last saved version as a draft. You will be able to modify and save/submit your application on a later date.

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REPUBLIC POLYTECHNIC Government Bursary & Financial Assistance

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AY2021 Bursary	2020	AY2020 RP Bursary	Draft		26/10/2020

When you are ready to submit your application and documents, login to **FAST**.

In the **Homepage**, click on the **Bursary icon** under **'Action'** column:

*Note: Applications that are saved as 'Draft' status will not be processed unless you click 'Submit' with all required information & supporting documents.*

*Remember to submit your application by 26 Oct 2020 (2359).*





## 08: Additional Documents Submission (If Applicable)

The screenshot shows the 'Government Bursary & Financial Assistance' page. A table with columns 'Action', 'Acad year', 'Exercise', 'Application Status', 'Scheme', and 'Closing Date' is displayed. The 'Action' column contains a red-bordered box with a document icon and the text 'Upload documents for AY2020 RP Bursary'. The 'Acad year' is '2020', 'Exercise' is 'AY2020 RP Bursary', 'Application Status' is 'Outstanding Documents Required', and 'Closing Date' is '26/10/2020'.

Upon receiving the email by bursary staff requesting for additional documents, login to FAST using your **RP Student ID (enter your myRP account)** and **password**.

In the **Homepage**, click on the **Bursary icon** under **'Action'** column.

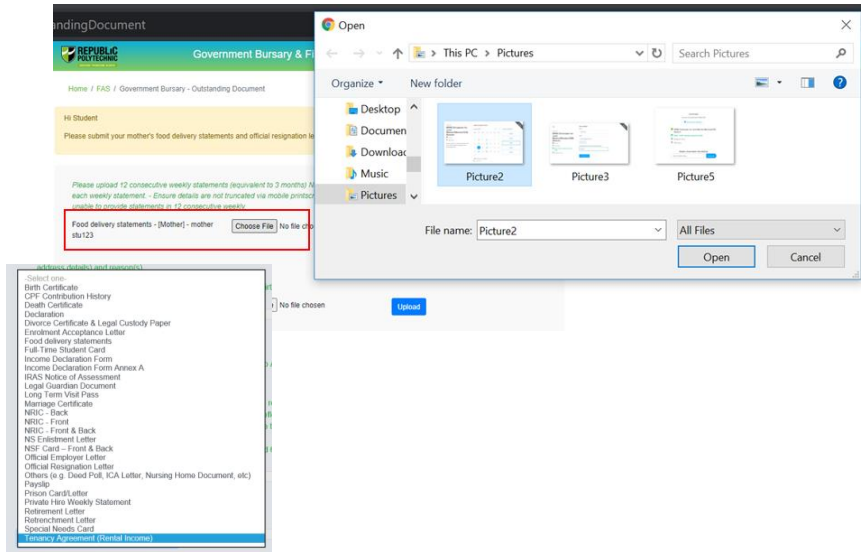
The screenshot shows the 'Government Bursary & Financial Assistance' page with the breadcrumb 'Home / FAS / Government Bursary - Outstanding Document'. A yellow box contains the message: 'Hi Student Please submit your mother's food delivery statements and official resignation letter. Thank you.' Below this, there are two sections for document uploads. The first section is for 'Food delivery statements - [Mother] - mother stu123' with a 'Choose File' button (showing 'No file chosen') and an 'Upload' button. The second section is for 'Official Resignation Letter - [Mother] - mother stu123' with a 'Choose File' button (showing 'No file chosen') and an 'Upload' button. At the bottom, there is a 'Comments' field and a table with columns: '#', 'Relationship', 'Document Category', 'File Name', and 'Remove all'.

Read the **instructions** by bursary staff in **FAST portal** and **your RP email**.

The bursary staff may send an additional email with more details (e.g. sample templates/text/images).



## 08: Additional Documents Submission (If Applicable)



Select document from **drop-down list**.

Click '**Browse**' and select file. Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP
- Document size cannot exceed 4MB.
- All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.
- Files should include details such as Name, NRIC, date and/or signature etc , as appropriate

Click on '**Upload**'.



## 08: Additional Documents Submission (If Applicable)

Government Bursary & Financial Assistance

Home / FAST / Government Bursary - Outstanding Document

No Student

Please submit your mother's food delivery statements and official registration letter. Thank you.

Please upload 12 consecutive weekly statements (maximum to 3 months) Note - Details of family member (E.g. Name, etc) must be reflected on each weekly statement. Ensure details are not truncated or made pretentious. Provide a declaration letter with (signed) by family member of [matriculation@education.gov.sg](mailto:matriculation@education.gov.sg) or [education@education.gov.sg](mailto:education@education.gov.sg)

Food delivery statements - (Mother) - mother  
[Choose File] [No file chosen] [Upload]

Official Registration Letter - (Mother) - mother  
[Choose File] [No file chosen] [Upload]

Comments (Questions to it if they have effects on your submitting documents)

#	Relationship	Document Category	File Name	Actions
1	Mother - mother 84123	Food delivery statements	84123_Mother_Food delivery statements (20240308)0721303.png	Remove all

Government Bursary & Financial Assistance

Home / FAST / Government Bursary - Outstanding Document

No Student

Please submit your mother's food delivery statements and official registration letter. Thank you.

Please upload 12 consecutive weekly statements (maximum to 3 months) Note - Details of family member (E.g. Name, etc) must be reflected on each weekly statement. Ensure details are not truncated or made pretentious. Provide a declaration letter with (signed) by family member of [matriculation@education.gov.sg](mailto:matriculation@education.gov.sg) or [education@education.gov.sg](mailto:education@education.gov.sg)

Food delivery statements - (Mother) - mother  
[Choose File] [No file chosen] [Upload]

Official Registration Letter - (Mother) - mother  
[Choose File] [No file chosen] [Upload]

Comments (Questions to it if they have effects on your submitting documents)

#	Relationship	Document Category	File Name	Actions
1	Mother - mother 84123	Food delivery statements	84123_Mother_Food delivery statements (20240308)0721303.png	Remove all
2	Mother - mother 84123	Official Registration Letter	84123_Mother_Official Registration Letter (20240308)0721303.png	Remove all

Success

Upon successful upload, you can see the system validation as **'Success'** on top right of the panel and the records are reflected in the panel.

If you require to add more documents continue to use the next **'Upload'** function. Repeat the earlier steps.

Please note the below for file upload:

- Only one document can be uploaded per entry.
- Document type must be JPG/JPEG/PNG/PDF/ZIP
- Document size cannot exceed 4MB.
- All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.
- Files should include details such as Name, NRIC, date and/or signature etc , as appropriate

Ensure that you have uploaded all required documents. Review and check that **all submitted supporting documents are in order**. You cannot delete or replace documents that you have uploaded via FAST.

Click on the **'Trashbin'** icon if you require to remove any document(s).

Go back to select correct document and upload again (Page 26 - 27).







## 08: Additional Documents Submission (If Applicable)

Please upload Official Resignation Letter

Official Resignation Letter - [Mother] - mother stu123  No file chosen

Comments (Students to fill in if they have difficulty filing outstanding documents)

I have submitted all documents

#	Relationship	Document Category	File Name	Remove all
1	Mother - mother stu123	Food delivery statements	 stu123_Mother_Food delivery statements20200930T221303.png	
2	Mother - mother stu123	Official Resignation Letter	 stu123_Mother_Official Resignation Letter20200930T221329.png	

Enter your comments into the comments box to respond to the bursary staff.

Click on **Submit** button when all information and supporting documents are in order.



## 09: Application Status at FAST Homepage

Application Status	What it means
Draft	Application is saved as draft and you are yet to submit the application. <b>You are required to click 'SUBMIT' with all supporting documents by closing date (i.e. by 26 Oct 2020).</b>
Submitted Pending Verification	You have submitted your application and it is pending staff's review.
Outstanding Documents Required	Staff has assessed your application and would require more documents for further assessment. <b>You are required to upload with all required supporting documents by deadline provided by staff to facilitate processing of application.</b>
Verified, Pending Approval	Staff has completed verification of your documents and the application is pending recommendation.
Recommended HECB (CDC) Tier 1/Recommended HECB (CDC) Tier 2 Recommended HEB (MOE) Tier 1/Recommended HEB (MOE) Tier 2 Recommended for DFP Bursary	Your application has been recommended for the bursary scheme: <ul style="list-style-type: none"> <li>• HECB Tier 1 or Tier 2: Higher Education Community Bursary Tier 1 or Tier 2 (<i>formerly CDC/CCC Polytechnic Bursary</i>)</li> <li>• HEB Tier 1 or 2: Higher Education Bursary Tier 1 or Tier 2 (<i>formerly MOE Bursary</i>)</li> <li>• DFP Bursary: Diploma Foundation Programme Bursary (<i>FPF students only</i>)</li> </ul>
Application Rejected by RP	Your application is rejected.
Application Accepted by CC1 Application Accepted by CC2	Your application is approved for <b>Higher Education Community Bursary (HECB) Tier 1 or Tier 2.</b> <b>Approved applicants will be notified by the Community Centre (CC) nearest your residential address about the details of bursary cheque collection. Students will collect bursary cheque at their CCs.</b>
Awarded/ Disbursed	Your application is approved for <b>Higher Education Bursary (HEB) Tier 1 or 2 OR DFP Bursary.</b> <b>Approved applicants will receive the bursary quantum via GIRO credited into the bank account registered with RP.</b> <ul style="list-style-type: none"> <li>• Awarded: Pending disbursement.</li> <li>• Disbursed: Disbursement has been effected by RP Office of Finance and the transaction has been posted into your statement of account in student OASIS. Do note there may be a time period of about 2 – 3 weeks before the bursary money is credited to your bank account due to administrative processing. Click <a href="#">here</a> to download GIRO form &amp; details. Email RP Office of Finance at <a href="mailto:help-schoolfee@rp.edu.sg">help-schoolfee@rp.edu.sg</a> for queries.</li> </ul>

Note: The **bursary outcome will be notified via your RP email account in end-Nov/early Dec 2020.**

It may take up to **4 months** for approved applicants to eventually receive the bursary money from date of application (i.e. Jan 2021).



# 09: FAQs – Application & Supporting Documents Upload

## What are the supporting documents to submit for bursary application?

Click [here](#) for the supporting documents checklist. **Ensure your documents are in full view (not truncated) and clear. All text must be sharp and legible.**

## Can I submit my application if I do not have a laptop?

Applications can be submitted via [FAST](#) using your mobile phone. **Ensure your documents are in full view (not truncated) and clear. All text must be sharp and legible.**

## What if I am not ready to submit my application?

You can click on '[Save as Draft](#)' to save your application. Submit your application by **26 Oct (Mon)**.

## I have difficulties submitting my application.

- You should submit **at least 1 file for NRICs/BCs for yourself & family members** (identification category) and **at least 1 file for Payslips or CPF Contribution for your family members** (income category). Click [here](#) to view submitting application.
- All the **declaration checkboxes are ticked** (i.e. housing, external scholarships, siblings studying in RP & correct sibling's student ID).
- Make sure you do not have any '\$' when indicating rental income.
- Try a different browser if you are unable to save or submit. **Recommended browser is Google Chrome.**
- If you still encountered difficulties, please email us at [help-fas@rp.edu.sg](mailto:help-fas@rp.edu.sg). Include screenshots of error.

## Can I submit an incomplete application?

Applications with missing/incorrect information or supporting documents will **NOT be processed**.

All document uploads have to be completed before an application can be submitted.

## Can my application be processed if I only save my application as 'Draft'?

No. You need to press the "**Submit**" button to submit your application. Draft application will **NOT be processed**. Submit your application by **26 Oct (Mon)**.

## Can I submit new/additional documents once my application has been submitted?

No. You will **not be able** to submit new/replace documents once you click the 'submit button'.

If there are insufficient or incorrect documents in your initial submission, **you will be informed by staff via your RP email account to submit additional documents**. Click [here](#) to view additional documents submission.



## 09: FAQs – Bursary Info & Application Status

### How many times can I apply for bursary in the same academic year?

Gov Bursary is awarded once per year. Applicant is required to submit **only one application per AY**. Students awarded bursary in Sem 1 are **not eligible** for this same bursary in Sem 2.

### I don't know if I am eligible for bursary. What do I do?

You can chat with the [FAS eligibility chatbot](#) to find out about your bursary eligibility.

### How do I check my application status?

You can login to [FAST Homepage](#) to view your application status.

**Your bursary outcome will emailed to your RP email account in end-Nov/early Dec 2020.**

### When will I receive the bursary money?

It may take up to 4 months for approved applicants to eventually receive the bursary money from date of application (i.e. in Jan 2021)

### How will I receive my HCEB bursary money? (formerly CDC/CCC Bursary)

Via cheque collection at your nearest Community Centre (CC), unless otherwise stated.

Ensure that your residential address is updated with RP, as the CC will send a notification letter to your address. Update your address via RP Connect or email to [Help-Registrar@rp.edu.sg](mailto:Help-Registrar@rp.edu.sg) by 26 Oct.

### How will I receive my HEB bursary (formerly MOE Bursary) OR DFP Bursary (for PFP students)?

To bank account via GIRO established with RP.

When bursary disbursement transaction is posted to your OASIS student account by RP Office of Finance, please note it may take a time period of about 2 – 3 weeks before the bursary money is credited to your bank account due to administrative processing.

### How do I apply for GIRO?

Click [here](#) to download GIRO form & details. Submit GIRO form as soon as possible. Processing of GIRO application may take up to 8 weeks.

Email **RP Office of Finance** at [help-schoolfee@rp.edu.sg](mailto:help-schoolfee@rp.edu.sg) for GIRO queries.

### Can I submit hardcopy applications at your office?

No, we do not accept hardcopy applications. Please submit your application via [FAST](#).



# AY2020 RP BURSARY (SEMESTER 2)

## SUPPORTING DOCUMENTS CHECKLIST

(Full-Time Diploma & PFP Students)

Office of Student Support (OSS)



[Click to return to Summary Page](#)



# Preparing Documents for Submission

- All documents must be:
  - Clear for viewing (all text must be sharp and legible)
  - In full view (without truncation of any part of document)
  - Document size cannot exceed 4MB
  - Not password-protected or encrypted
- All documents to bear details of family members e.g. Name, NRIC, signature, date (as appropriate).
- For CPF and IRAS statements, private hire driver and food delivery statements, extract the **original PDF document** from the CPF, IRAS, private hire driver and food delivery websites so that all details are captured in full view. Print screen from mobilephone is **not encouraged**.
- Prepare **front & back images** of NRIC, Visit Pass, SAF11B (NSF & full-time uniform officers) in a **single PDF file**.
- File format : JPEG, PDF, PNG or Zip folder are accepted. **Word document is not accepted**.
- You may consider using mobile apps such as Microsoft Office Lens, etc for scanning of documents.



# Family Members and Their Employment Type

Click on each family member to view what supporting documents to submit

Click [here](#) to view how to prepare documents for submission



**FATHER**

Full-Time or  
Part-Time  
Employment

Recent Change in  
Job



**MOTHER**

Unemployed  
(Housewife)

Recent Change in  
Employment



**ELDER  
SISTER**

Self-  
Employment

Part-Time Student



**ELDER  
BROTHER**

National  
Serviceman  
Full-Time  
(NSF)



**APPLICANT  
(SELF)**

Full-Time Student  
(17 years & above)



**GRANDMOTHER**

Retiree



**YOUNGER  
SISTER**

Full-Time Student  
16 years & below



[Other Supporting Documents \(if applicable\)](#)



[Sample of Supporting Documents](#)



[Useful Resources](#)



[Click to return to Summary Page](#)

# FATHER : EMPLOYED (FULL-TIME OR PART-TIME)

(Full-time employment, Part-Time, Odd Jobs, Freelancers, Food Delivery Personnel and Irregular Income)

## Identification

- NRIC (both sides)
- SAF11B for full-time MINDEF uniformed officer (both sides)

## Income

- Last 12 months CPF Contribution History (Sep 2019 – Oct/Nov 2020) **OR**
- Latest 3 consecutive months Payslips (Aug + Sep + Oct 2020) **OR**
- **Strictly for those without CPF / Payslips:** Employer Letter stating **gross monthly salary** (dated Jul/Aug/Sep 2020)

### NOTE

- If Oct 2020 payslip is not available, submit Jul + Aug + Sep 2020 Payslips.
- If submitting application in Nov and Nov payslip is available, submit Sep + Oct + Nov 2020 Payslips.
- Family members with **gross monthly income of \$6,000 & above** are to submit **latest 3 consecutive months Payslips, instead of CPF.**
- Family members who **are food delivery personnel are to submit latest 12 consecutive weekly statements (3 months), if CPF is not available.** If unable to submit latest 12 consecutive weekly statements, provide 1) available weekly statements AND 2) most recent 12 months CPF Contribution History AND 3) [Income Declaration Form Annex A](#) AND 4) [Declaration Form – Annex B](#) stating reason(s).
- Family members with **irregular income/odd job** to submit CPF Contribution History.



# FATHER : EMPLOYED (RECENT CHANGE IN JOB)

(Recent change of Job in 1-2 months)

## Identification

- NRIC (both sides)

## Income

**(Change of Job & unable to provide latest full month 3 months payslips):**

- Last 12 months CPF Contribution History (Sep 2019 – Oct/Nov 2020) **AND**
- Employer Letter stating **gross monthly salary dated within recent 3 months** (dated Jul/Aug/Sep 2020)



# MOTHER OR GRANDMOTHER : UNEMPLOYED

(Not attending school aged 17 & above, retiree & housewife)

## Identification

- NRIC (both sides)
- Visit Pass (both sides)

## Income

- Last 12 months CPF Contribution History (Sep 2019 – Oct/Nov 2020). To submit even if there are no contributions reflected **AND**
- [Income Declaration Form – Annex A](#)  
(click on link to download template. You may use Adobe Acrobat DC to digitally fill and upload image of family member's signature.)

### NOTE

- a. Income documents are **required for family members of all ages**. If unable to provide latest CPF statement due to valid reasons, submit:
  - [Income Declaration Form - Annex A](#) AND
  - [Declaration Form - Annex B](#) stating detailed reason why income documents are not available.
- b. For **family members on visit pass and are unemployed**, submit:
  - [Income Declaration Form - Annex A](#) AND
  - [Declaration Form - Annex B](#). As there is no address on visit pass, please declare that family member is staying with applicant (indicate address).



# MOTHER : UNEMPLOYED (RECENT CHANGE IN EMPLOYMENT STATUS)

(Recent change in 1-2 months)

## Identification

- NRIC (both sides)

## Income

- Last 12 months CPF Contribution (Sep 2019 – Oct/Nov 2020). To submit even if there are no contributions reflected **AND**
- [Income Declaration Form – Annex A](#) **AND**  
(click on link to download template)
- [Declaration Form – Annex B](#) by the family member that he/she is not transitioning to a new job.  
(click on link to download template. You may use Adobe Acrobat DC to digitally fill and upload image of family member's signature.)
- Recent Resignation Acceptance Letter or Retrenchment Letter from Former Employer dated within recent 3 months (if applicable)



# ELDER SISTER : SELF – EMPLOYED

(business owners, taxi, private-hire drivers, hawkers, financial/real estate personnel, etc)

## Identification

- NRIC (both sides)

## Income

- Latest IRAS Notice of Assessment (Year 2020) **AND**
- Last 12 months CPF Contribution History (Sep 2019 – Oct/Nov 2020). To submit even if there are no contributions reflected **AND**
- [Income Declaration Form – Annex A](#)  
(click on link to download template. You may use Adobe Acrobat DC to digitally fill and upload image of family member's signature.)

### NOTE

- Family members who **recently became private-hire drivers in less than 1 year** and **do not have 2020 IRAS that reflects private-hire employment status**, to provide 1) latest 12 consecutive private hire weekly statements (3 months) AND 2) Latest 12 months CPF Contribution History AND 3) [Income Declaration Form - Annex A](#).
- If **unable to provide latest 12 consecutive private hire weekly statements**, provide 1) available latest weekly statements AND 2) most recent 12 months CPF Contribution History AND 3) [Income Declaration Form – Annex A](#) AND 4) [Declaration Form – Annex B](#) stating reason(s) why you are unable to provide 12 weekly statements (e.g. did not drive for certain weeks, etc).
- Only **summary (first) page with total earnings of Grab statement is needed**.



# ELDER SISTER : PART-TIME STUDENT

(Part -Time Student above 17 years of age)

## Identification

- NRIC (both sides)

## Income

- Refer to Employment Type under Employed / Self-Employed if your sister is working.
- Refer to Unemployed if your sister is not working.





# ELDER BROTHER : NATIONAL SERVICE FULL-TIME

(Serving NS / Waiting for Enlistment)

## Identification

- SAF11B (both sides)
- Home Team NS Card (both sides)
- NRIC (both sides) for those waiting for enlistment

## Income/Other

- NS Enlistment Letter (for those waiting for enlistment only)

### **If enlistment letter is not available (aged 17 & above):**

- Last 12 months CPF Contribution History (Sep 2019 – Oct /Nov 2020). To submit even if there are no contributions reflected.

### **NOTE**

- If family member has converted from NSF status to full-time uniform officer (ie. 'Regular' service status), submit latest 3 months Payslips or latest 12 months CPF.



# APPLICANT (SELF) & YOUNGER SISTER : FULL-TIME STUDENT

(Full-Time Student and Children not of schooling age)

## Identification

- NRIC (both sides)
- Birth Certificate (if not reached age for NRIC)

## Income/Other

### Aged 17 & above:

- Full-Time Student Card / Concession Card or Enrolment Acceptance Letter (if waiting for admission to IHLs)

### If student card/enrolment letter is not available (aged 17 & above):

- Last 12 months CPF Contribution History (Sep 2019 – Oct/Nov 2020). To submit even if there are no contributions reflected

### Aged 16 & below:

- Not required to submit Full-Time Student Card. Submit only NRIC or BC.

### NOTE

- Student card to be of valid date.
- If student card is lost, submit latest full-time student status certification letter issue by school.



# OTHER SUPPORTING DOCUMENTS

## Deceased/Divorced/ Separated/Guardianship

- Death Certificate
- Divorce/Separation Documents
- Court Order stating legal custody, care and control of child/children
- For **Joint Custody** cases, submit [Declaration Letter Annex B](#) stating reason(s) if one of the parent is no longer financially supporting or in contact with the applicant. If other parent is still financially supporting applicant, to include parent's details & submit documents
- Marriage certificate for subsequent marriage (if applicable)
- Legal guardianship letter (if applicable)
- MSF Foster Care letter (if applicable)
- MSF Institution Care letter (if applicable)

## Others (if applicable)

- Welfare assistance letter
- Prisons Card/Letter
- Special Needs Card
- Retirement letter

## Rental Income

- Tenancy agreement for rental income

## Loss of NRIC

- If NRIC is lost, provide the relevant ICA letter **AND**
- [Declaration Form Annex B](#) stating that family member is staying in same address as applicant.

## Married/Divorced/Separated Applicant

- For married applicant, provide spouse's and children (if any) NRIC, BC and income documents (who may or may not be staying with applicant).
- For separated/divorced applicant, divorce certificate and child's (if any), BC.



# SAMPLE OF SUPPORTING DOCUMENTS (IDENTIFICATION/INCOME/OTHER)

## NRIC/ VISIT PASS (FRONT & BACK)



- Address to be same as applicant
- For different address, submit [Declaration Form Annex B](#) stating that family member is staying with applicant (to indicate address).
- For visit pass holders who are unemployed, submit 1) [Income Declaration Form Annex A](#) AND 2) [Declaration Form Annex B](#) as there is no address on visit pass, to state that family member is staying with applicant (indicate address).

## STUDENT CARD (FRONT & BACK)

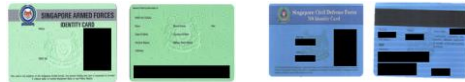


- Full-time Student card to be of valid date
- Provide recent Enrolment Acceptance Letter (if waiting for admission to IHLs)

## INCOME DECLARATION FORM – ANNEX A

- Compulsory for self-employed and unemployed family members
- Ensure all fields are filled up if you are submitting this form.

## SAF11B (FRONT & BACK)



- Address to be same as applicant
- For different address, submit [Declaration Form Annex B](#) stating that family member is staying with applicant (to indicate address).

## NS ENLISTMENT LETTER



- Recent enlistment letter *(for those waiting for enlistment only)*

## DECLARATION FORM – ANNEX B

- This form is not required if there is nothing to declare.
- Ensure all fields are filled up, if you are submitting this form.



# SAMPLE OF SUPPORTING DOCUMENTS (INCOME)

## LAST 3 MONTHS PAYSLIPS



- Dated in Aug + Sep + Oct 2020 OR Jul + Aug + Sep (if Oct payslip is not available)
- Include company name and details of family member (Name, etc)
- Gross salary (not Basic or Net salary) includes allowances, overtime, commission & bonus

## IRAS NOTICE OF ASSESSMENT



- Generate the **original PDF file** from IRAS website. Include details of family member (Name and NRIC)
- Latest Statement Year (2020)
- **Do not use mobile print screen as document.**

## CPF CONTRIBUTION HISTORY

Central Provident Fund Board  
Singapore Government

Name of Account Holder (Account Number S1234567A)  
14 Sep 2020 12:00PM (Singapore Standard Time)

My Statement - Contribution History  
For Aug 2019 to Sep/Oct 2020

Employment Contributions	Pay Month	Paid On	Amount (\$)	Employer
	AUG 2019	14 Nov 2019		
	SEPT 2019	10 Apr 2019		
	OCT 2019	10 Nov 2019		
	NOV 2019	07 Jun 2019		
	DEC 2019	10 Jun 2019		
	JAN 2020	10 Aug 2019		

Central Provident Fund Board  
Singapore Government

Name of Account Holder (Account Number S1234567A)  
14 Sep 2020 12:00PM (Singapore Standard Time)

My Statement - Contribution History  
For Aug 2019 to Sep/Oct 2020

There are no contributions for the last 12 months.

- Generate the **original PDF file** from CPF website.
- Include **CPF logo and details of family member** (Name and NRIC)
- Include **date and time** in which CPF statement is generated
- Statement period within last 12 months (Sep 2019 – Oct/Nov 2020)
- **Do not use mobile print screen as documents**

## GRAB WEEKLY STATEMENTS

Grab Weekly Partner Statement  
8th Mar 2020

Name: [REDACTED]  
Bank: [REDACTED]

Earnings	Deductions
Fares	Commissions
Incentives	Rental Fees
Miscellaneous Payments	Vehicle Expenses
	Adjustments
SGD [REDACTED]	SGD [REDACTED]
<b>Weekly Total</b>	SGD [REDACTED]

- Include details of family member (Name, etc)
- Latest 12 consecutive weekly statements
- Only first page with income (summary) is needed.
- Provide [Declaration Form Annex B](#) with reason(s) by family member if unable to provide statements in 12 consecutive weeks.
- **Do not use mobile print screen as documents.**



## USEFUL RESOURCES IN GATHERING INCOME DOCUMENTS

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Family members are to ensure that they have applied for their **SingPass** and set up SMS **2FA** before accessing CPF/IRAS website to generate income documents.

For more information, visit: <https://www.singpass.gov.sg/singpass/common/counter>

Your family member can visit SingPass counters in person with original NRIC or FIN card:

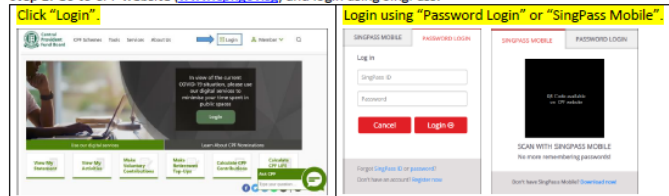
- Apply for a new account
- Reset your SingPass password
- Update your mobile number and account details
- Register and activate SMS 2FA instantly



# GENERATING CPF CONTRIBUTION HISTORY

## A) Instructions to extract latest CPF Contribution History

Step 1: Go to CPF website ([www.cpf.gov.sg](http://www.cpf.gov.sg)) and login using SingPass:



For "Password Login": You will be directed to the 2-step login with SMS OTP or Token OTP. Enter the OTP sent to the registered mobile phone via SMS (or OTP on the OneKey Token) and click "Submit".

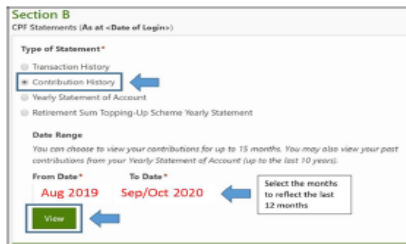


Step 2: Click "My Statement" under my cpf Online Services. Under My Statement, click "CPF Statements".



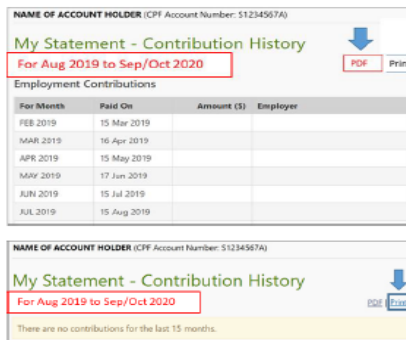
Step 3: Under Section B – For Type of Statement, select "Contribution History". For Date Range, select Aug 2019 – Sep/Oct 2020 to reflect the last 12 months and click "View".

The "To Date" must be the current month (in which your RP Bursary application is made).



Step 4: Click "Print" and print out the entire document (Do not crop/truncate any of the information. Ensure that the CPF logo can be seen and the document is in full view).

Click "PDF" to save a copy of the statement generated from the CPF website. Upload the PDF file into Bursary FormSG Step 3B.




# GENERATING IRAS NOTICE OF ASSESSMENT


## B) Instructions to extract latest IRAS document

Step 1: Go to <https://www.iras.gov.sg/> and login to "myTax Portal" using SingPass.


Click "LOGIN" > "Login to myTax Portal".



Click "Personal Tax with SingPass".



Login using "Password Login" or "SingPass Mobile".

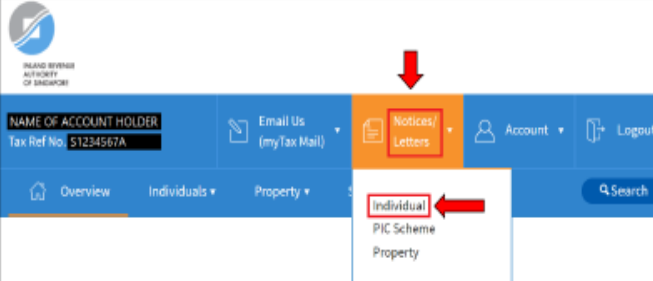


For "Password Login": You will be directed to the 2-step login with SMS OTP or Token OTP.

Enter the OTP sent to the registered mobile phone via SMS (or OTP on the OneKey Token) and click "Submit".



Step 2: Select "Notices/Letters" and click "Individual".





# GENERATING IRAS NOTICE OF ASSESSMENT

**Step 3:** It will direct you to the page showing individual tax notices/letters. Click "**Notice of Assessment (Individual)**" for Year of Assessment **2020** and it will be downloaded in a PDF document. Print out the document (*Do not crop/truncate any of the information*).

The screenshot shows the IRAS portal interface. The main heading is "View Individual Tax Notices/Letters". Below it, a table lists documents. The first document is "Notice of Assessment (Individual)" for the Year of Assessment 2020, dated 03 Jul 2020. To the right of the table is a preview of the PDF document, which is a "NOTICE OF ASSESSMENT (Individual)" for the year 2020. The document includes the IRAS logo, name, and NRIC, and is signed by the Director of Taxation.

If the account holder does not have IRAS 2020, it will show "No Records Found" or only IRAS records for previous years are available.

## (No Records Found)

- Screenshot and ensure the entire page is showing the IRAS logo, name, NRIC and latest date
- Alternatively, you can print out the web page (select File > Print).

The screenshot shows the IRAS portal interface. The main heading is "View Individual Tax Notices/Letters". Below it, a folder icon and the text "No Records Found" are displayed. A red box highlights the user's name and NRIC in the top navigation bar. At the bottom of the page, there is a red arrow pointing to the "Print" button in the footer.

## (Only IRAS for previous years are available)

- Screenshot and ensure the entire page is showing the IRAS logo, name, NRIC and latest date
- Alternatively, you can print out the web page (select File > Print).

The screenshot shows the IRAS portal interface. The main heading is "View Individual Tax Notices/Letters". Below it, a table lists documents for previous years. The first document is "Notice of Assessment (Individual)" for the Year of Assessment 2016, dated 04 Jun 2016. The second document is "Notice of Assessment (Individual)" for the Year of Assessment 2017, dated 08 Jul 2017. A red box highlights the user's name and NRIC in the top navigation bar. At the bottom of the page, there is a red arrow pointing to the "Print" button in the footer.

