



RP Bursary Application Guide

(Full-Time Diploma & PFP Students)

- a. Financial Assistance Scholarship System (FAST) [First-Time Applicant]
- 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*)

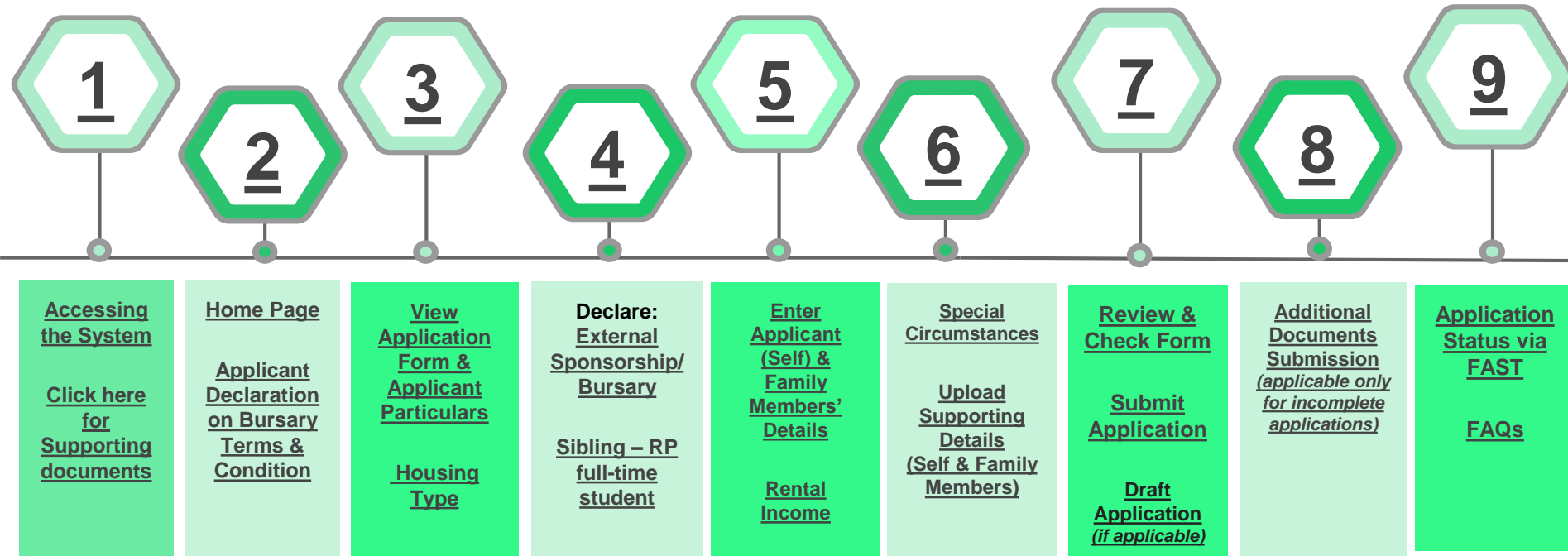
Note:

- Bursary application is available throughout the entire academic year; please note the application period for AY2021 (Semester 2) is between **30 Sep – 24 Oct 2021**.
- 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 2021**.
- It may take up to 4 months for approved applicants to eventually receive their bursary money in **end-Dec 2021/Jan 2022**.



BURSARY APPLICATION (**FIRST-TIME APPLICANT VIA FAST**)


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

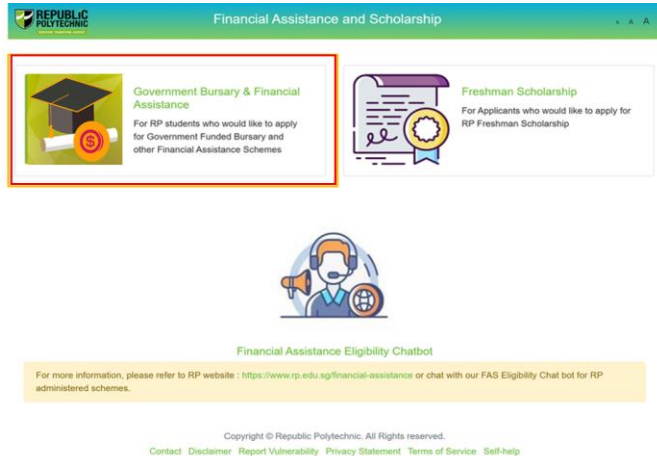


[Click to return to Summary Page](#)

01: Accessing 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:

Direct URL	https://fast.rp.edu.sg (recommended browser: Chrome)	Scan QR Code	
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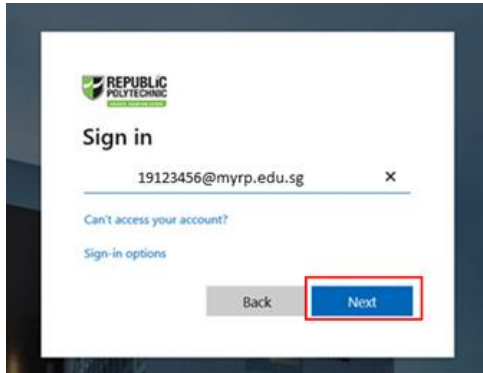


Click on 'Government Bursary & Financial Assistance' icon.

- 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](#).
- Do note that there is a **system timeout period of 15mins**; you may be **required to login again after 15mins of inactivity**. If you need more time to upload your documents, you can save your application as 'Draft'. **If you have saved your application as 'Draft': click here to view how to access your Draft application**.



01: Accessing 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: 20999999@myrp.edu.sg)

Click on **'Next'** button.



REPUBLIC
POLYTECHNIC

← 19123456@myrp.edu.sg

Enter password

.....

Forgot my password

Sign in

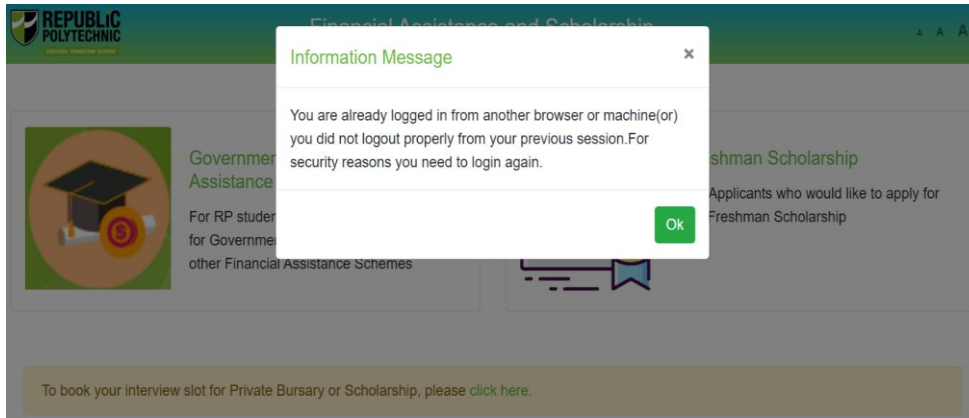
Enter your **password**. Click on **'Sign In'** button.

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: Accessing 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

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AY2021 Bursary (Full Time)	2021	AY2021 RP Bursary (Full Time)			24/10/2021

Click on Icon to start your application

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 '**AY2021 RP Bursary (Full Time)**'.
- For PFP students '**AY2021 RP Bursary (PFP)**'.

Ensure you submit your application by the closing date on Sun, 24 Oct 11.59pm



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:

- I accept that if my application is incomplete, it will not be processed.
- 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.
- I have no objection for RP to share the information given herein for the purpose of financial assistance, student care and statistics.
- I accept that the bursary money may be used to offset any outstanding fees that I owe to RP.
- 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.
- 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.
- 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.
- I accept that the decision made by RP with regards to my application is final.

I Agree


Read the '**Declaration by Applicant**'.

Click on '**I Agree**' button to proceed to the application form.

You will be directed to the Government Bursary Application form.



03: View Application Form & Applicant Particulars

 Government Bursary & Financial Assistance » » » stu123

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

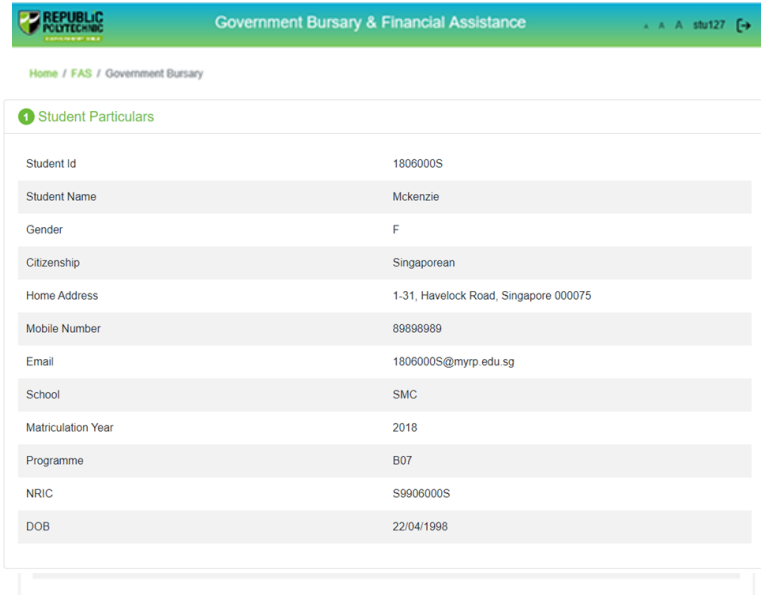
Save as Draft

This is the full view of the **application form**.



Click to return to Summary Page

03: Review Applicant Particulars



The screenshot shows the 'Student Particulars' section of the Government Bursary & Financial Assistance portal. The header includes the Republic of Singapore logo and the text 'Government Bursary & Financial Assistance'. Below the header, there is a breadcrumb trail: 'Home / FAS / Government Bursary'. The 'Student Particulars' section is highlighted with a green icon and text. It contains a table with the following details:

Student Id	1806000S
Student Name	Mckenzie
Gender	F
Citizenship	Singaporean
Home Address	1-31, Havelock Road, Singapore 000075
Mobile Number	89898989
Email	1806000S@myrp.edu.sg
School	SMC
Matriculation Year	2018
Programme	B07
NRIC	S9906000S
DOB	22/04/1998

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 email to Help-Registrar@rp.edu.sg by **17 Oct 2021**.
- The bursary staff will contact you via RP email or mobilephone number if clarifications are required for your bursary application.
- For submission of GIRO application form, please refer to: <https://www.rp.edu.sg/financial-matters/faqs>



03: Select Housing Type & Ownership

2 Housing type

Housing Type *

-Select one-

- 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-

- Select one-
- Owned
- 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 *

Select '**No**' if you **are not applying or not in receipt** of external scholarship/sponsorship/bursary/ study grant (Compulsory field indicated as *).

Proceed to the next section of application form.

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(\$) *
SAF Sponsorship	2020	5000
Awarded By *	Coverage *	Status *
SAF	Tuition Fees and Allowance	Applying

Upload File

Browse...

Name of Award	Year	Amount(\$)	Awarded By	Status	Coverage	File Uploaded	Remove all
---------------	------	------------	------------	--------	----------	---------------	------------

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 table below.

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(s)

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 (Compulsory field indicated as *).

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(s)

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	
19012345	Venetia Tan	

Validation
Sibling Added Successfully

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 table below.

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 table below.

Click on '**Green Trash**' icon to remove the record.

Click on '**Remove all**' to remove all the records from the table.



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 checked="" type="radio"/> Yes <input type="radio"/> No
Level of Study *		
Poly		

Add

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross Monthly Income	Living With Applicant	Remove
										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 married or divorce documents on legal custody, care & control \(Page 51\).](#)

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

Name * Year of Birth * NRIC *


Relationship * Marital Status * Employment Status *

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

Occupation * Gross Monthly Income * Living with Applicant *

-Select one- -Select one- ☐ Yes ☐ No

Add

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Gross Monthly Income	Living With Applicant	Remove all
1	MARCUS Tan Wei Chong	21	T001234567	Self	Single	Full-Time Student (aged 17 & above)	Student	0	Yes	

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

The records are reflected in the table below.



05: Enter Family Members' Details – First Time Applicant in FAST

4 Family Members

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

Add

#	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 all your 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 parents and family members who are divorced/separated (sole and joint custody)/remarried, [refer to divorce documents on legal custody, care & control \(Page 51\)](#).

If parent is widowed, submit death certificate of other parent. Students are not required to add deceased parent's details as part of the household member.

Enter 'Occupation' and 'Gross Monthly Income'.

Note: For family members who full-time students or serving full-time National Service, enter income value as '0'. NSF allowance are excluded.

Select 'Living with Applicant'.

Click on 'Add' button.



05: Enter Family Members' Details & Rental Income (Compulsory)

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

Family Members

Name * Year of Birth * NRIC *

Relationship * Marital Status * Employment Status *

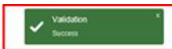
-Select one- -Select one- -Select one-

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 all
1	Marious 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.

(Note: this is a compulsory field *):

- For **rental income (from renting out of property or room)**: 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
- ☐ 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)**.

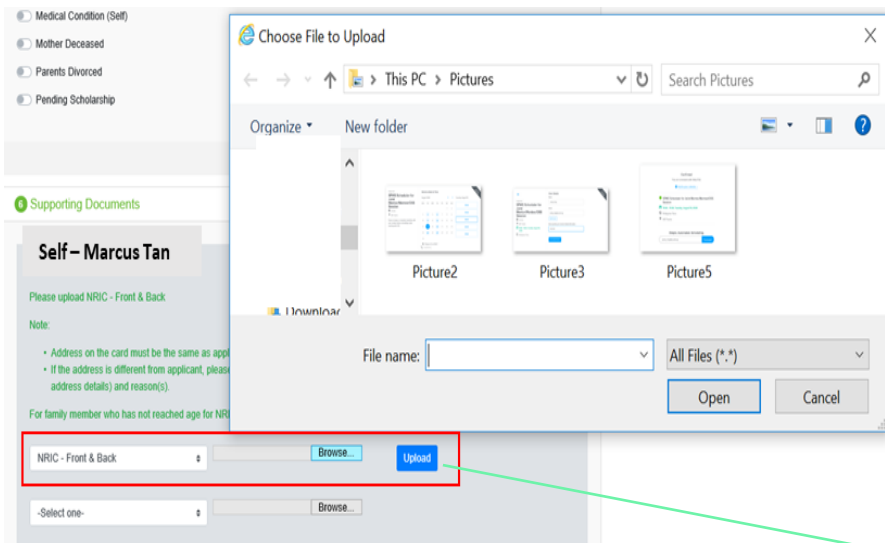
Note: Some selections like 'Father Deceased', 'Mother Deceased' and 'Parents Divorced' are automatically selected based on your family member particulars indicated in earlier portion of your form. Check to ensure the options are indicated correctly.

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) – First Time Applicant



System will display the mandatory documents for applicant & each family member based on the particulars entered in the 'Family members' section.

You are required to upload the mandatory 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 these requirements to avoid error in 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**'. This blue button indicates that you are required to upload the mandatory document (NRIC) in order to proceed to next step.



06: Upload Applicant's (Self) Documents (Identification) – First Time Applicant

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 Browse... Uploaded

-Select one- Browse... Uploaded



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.

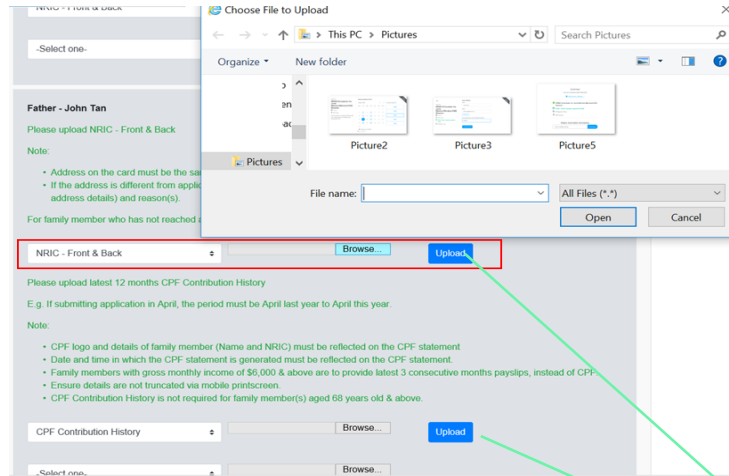
The '**Uploaded**' status is reflected.

Note: When submitting your documents, please ensure there is no "Upload" (blue button). If the "Upload" button is still in blue, it means the document indicated is compulsory (i.e. NRIC) and you are required to upload before you can proceed to click 'submit' at the end of application.

Do note that there is a **system timeout period of 15mins**; you may be **required to login again after 15mins of inactivity or you may experience difficulty with uploading documents**. If you need more time to upload your documents, you can save your application as 'Draft'. **If you have saved your application as 'Draft': click here to view how to access your Draft application.**



06: Upload Family Members' Documents (Identification) – First Time Applicant



System will display the mandatory documents for each family member based on the particulars entered in the 'Family members' section.

You are required to upload the mandatory 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**'. This blue button indicates that you are required to upload the mandatory document (NRIC) in order to proceed to next step.



06: Upload Family Members' Documents (Identification) – First Time Applicant

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



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.

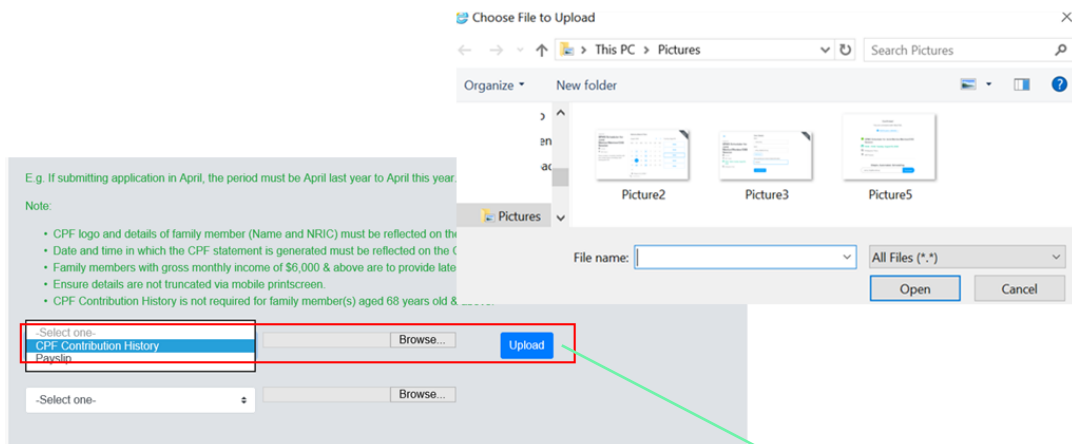
The '**Uploaded**' status is reflected.

Note: When submitting your documents, please make sure there is no "Upload" (blue button). If the "Upload" button is still in blue, it means the document indicated is compulsory (NRIC) and you are required to upload before you can proceed to click 'submit' at the end of application.

Do note that there is a **system timeout period of 15mins**; you may be **required to login again after 15mins of inactivity or you may experience difficulty with uploading documents**. If you need more time to upload your documents, you can save your application as 'Draft'. **If you have saved your application as 'Draft': click here to view how to access your Draft application.**



06: Upload Family Members' Documents (Income) – First-Time Applicant



System will display the mandatory documents for each family member based on the particulars entered in the 'Family members' section. **You are required to submit the mandatory 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**'. This blue button indicates that you are required to upload the mandatory document (Payslip or CPF Contribution) in order to proceed to next step.



06: Upload Family Members' Documents (Income) – First-Time Applicant

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.

Note: When submitting your documents, please make sure there is no "Upload" (blue button). If the "Upload" button is still in blue, it means the document indicated (Payslip or CPF Contribution) is compulsory and you are required to upload before you can proceed to click 'submit' at the end of application.

Do note that there is a **system timeout period of 15mins**; you may be **required to login again after 15mins of inactivity or you may experience difficulty with uploading documents**. If you need more time to upload your documents, you can save your application as 'Draft'. [If you have saved your application as 'Draft': click here to view how to access your Draft application.](#)



06: Upload Family Members' Documents (Others) – First-Time Applicant

#	Relationship	Document Category	File Name	Remove all
---	--------------	-------------------	-----------	------------

In addition to the mandatory documents NRIC and Payslip/CPF, you will also be able to **upload other document types** (e.g. divorce certificate/tenancy agreement/death certificate/Annex A, IRAS, etc) 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 blue button indicates that you are required to upload the selected document in order to proceed to next step.

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

Please upload latest 12 months CPF Contribution History.

E.g. If submitting application in April, the period must be from 1 April to 31 March of the previous year.

Note:

- CPF logo and details of family member (Name, NRIC, etc)
- Date and time in which the CPF statement is generated
- Family members with gross monthly income
- Ensure details are not truncated via mobile app
- CPF Contribution History is not required for family members who have reached age for NRIC

Please upload Tenancy Agreement (Rental Income) for family member who has not reached age for NRIC.

Tenancy Agreement (Rental Income)

Browse... Upload



06: Upload Family Members' Documents (Others) – First-Time Applicant

• 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... Uploaded

Please upload Tenancy Agreement (Rental Income)

Tenancy Agreement (Rental Income) Browse... Uploaded

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.

Note: When submitting your documents, please make sure there is no "Upload" (blue button). If the "Upload" button is still in blue, it means that you are required to upload document before you can proceed to click 'submit' at the end of application.

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

Continue to upload documents for ALL family members declared in your application.

Do note that there is a **system timeout period of 15mins**; you may be **required to login again after 15mins of inactivity or you may experience difficulty with uploading documents**. If you need more time to upload your documents, you can save your application as 'Draft'. **If you have saved your application as 'Draft': click here to view how to access your Draft application.**



07: Review and Check Application

5. Missing Type

Missing Type: 2 Persons NRIC File
Missing Date: None

6. Declaration

Are you currently in receipt of any other scholarship or financial benefit from any other source?
No

Are your earnings currently included in Financial Productivity?
No

7. Family Members

#	Name	Age	NRIC	Relationship	Marital Status	Employment Status	Occupation	Current Monthly Income	Living With Applicant
1	Test	21	18060005	Self	Single	Full Time Student (aged 17 & above)	Student	0.00	Yes

Monthly Income: 0.00
Total Monthly Income: 0.00
Per Capita Income: 0.00




8. Special Circumstances

Concave: Yes
Divorced (Self): No
Father Deceased: No
Medical Condition (Family member): No
Medical Condition (Self): No
Mother Deceased: No
Parents Divorced: No
Pending Scholarship: No

Review and check that **all sections are correctly filled and 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.

6. Supporting Documents

#	Relationship	Document Category	File Name	Remove all
1	Father - John Doe	NRIC - Front & Back	18060005_Father_NRIC - Front20201007T005004.jpg	
2	Father - John Doe	CPF Contribution History	18060005_Father_CPF Contribution History20201007T005010.jpg	
3	Self - McKenzie	NRIC - Front & Back	18060005_Self_NRIC - Front20201007T004957.jpg	

1: Relationship column
2: Document Category column
3: Remove all button
4: Green trash icon

- 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	<input type="button" value="Remove"/>
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200930T214745.png	<input type="button" value="Remove"/>
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200930T215051.png	<input type="button" value="Remove"/>
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200930T214745.jpg	<input type="button" value="Remove"/>

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- a. Once you ensured that all the sections are correctly filled and all supporting documents are uploaded, submit the application form by clicking on “**Preview And Submit**” button.

Do note that there is a **system timeout period of 15mins**; you may be **required to login again after 15mins of inactivity or you may experience difficulty with submitting your application due to system timeout (to login in again). Ensure that you have uploaded all compulsory documents (NRIC, CPF or Payslips), so that you can submit your application.** If you need more time to upload your documents, you can save your application as ‘Draft’. **If you have saved your application as ‘Draft’: click here to view how to access your Draft application.**

- 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 * No file chosen

Housing Ownership * No file chosen

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
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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bii. You need to fill in the missing information and click on '**Preview and Submit**' again. You will be redirected to another page where you will be able to review the application form. If there is a need to amend the application form, click on 'Edit' button to go back to the previous page.

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)

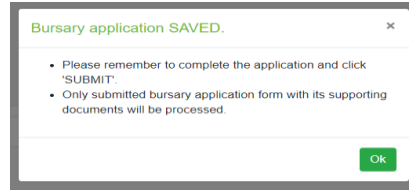
For family member who has not reached age for NRIC, please upload Birth Certificate

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

Select one Choose File (No file chosen)

#	Relationship	Document Category	File Name
1	Mother - mother stu123	NRIC - Front & Back	stu123_Mother_NRIC - Front & Back20200907214740.jpg
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200907214740.png
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200907214740.png
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200907214740.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.

REPUBLIC POLYTECHNIC Government Bursary & Financial Assistance stu123

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AY2021 Bursary	2021	AY2021 RP Bursary (Full Time)	Draft		2410/2021

Click on Icon to start your application

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.

Ensure you submit your application by the closing date on Sun, 24 Oct 11.59pm



08: Additional Documents Submission (If Applicable)

Click on Icon to upload documents

Government Bursary & Financial Assistance

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
	2021	AY2021 RP Bursary (Full Time)	Outstanding Documents Required		22/10/2021

Government Bursary & Financial Assistance

Home / FAS / Government Bursary - Outstanding Document

Hi Student
Please submit your mother's food delivery statements and official resignation letter. Thank you.

Please upload 12 consecutive weekly statements (equivalent to 3 months) Note - Details of family member (E.g. Name, etc) must be reflected on each weekly statement - Ensure details are not truncated via mobile printscreen - Provide a declaration letter with reason(s) by family member if unable to provide statements in 12 consecutive weekly.

Food delivery statements - [Mother] - mother
stu123 No file chosen

Please upload Official Resignation Letter

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

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

#	Relationship	Document Category	File Name	Remove all
---	--------------	-------------------	-----------	------------

If there is a need for **additional documents**, staff will request for the list of document(s) and update the status of the application to '**Outstanding Documents Required**'.

You will be notified via email and you will be able to upload the necessary documents from the Applicant portal.

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**.

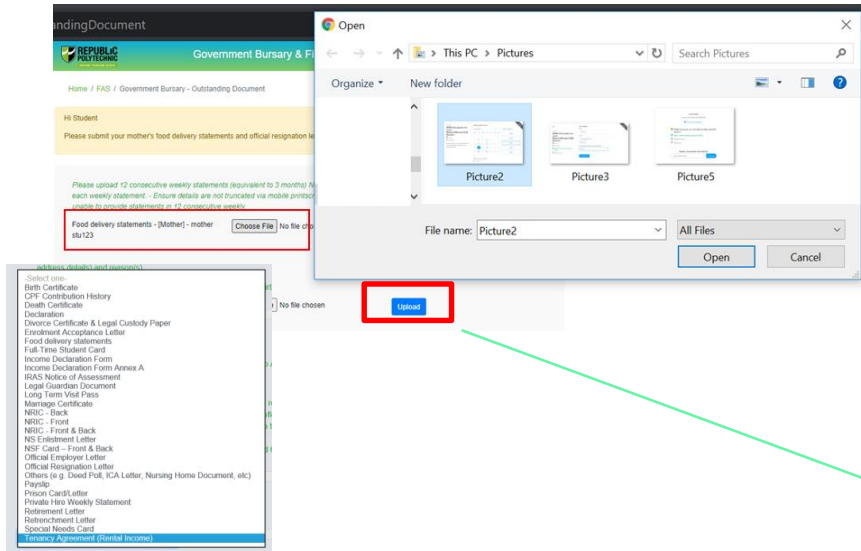
In the **Homepage**, click on the **Bursary icon** under '**Action**' column.

You will be redirected to another page to upload the outstanding documents. Read the **instructions** by bursary staff in **FAST portal** and **your RP email**.

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



08: Additional Documents Submission (If Applicable)



Name of the document will be in this format
'Document Type – [Relationship] – Family Member Name'

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**'. This blue button indicates that you are required to upload the document in order to proceed to next step.



08: Additional Documents Submission (If Applicable)

Government Bursary & Financial Assistance

Home / F&S / Government Bursary - Outstanding Document

Hi Student

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

Please upload 12 consecutive weekly statements (equivalent to 3 monthly total). Details of family member (e.g. Name, etc) must be reflected on each weekly statement. Ensure details are not truncated via mobile applications. Provide a declaration letter with testimony by family member if applicable (e.g. statements are not available for mobile applications).

Food delivery statements (Mother) - mother
du/CD

Choose File No file chosen

Uploaded

Please upload Official Registration Letter

Official Registration Letter (Mother) - mother
du/CD

Choose File No file chosen

Submit

Comments (Users with a flag have access to view submitted documents)

#	Relationship	Document Category	File Name	Status
1	Mother - mother du/CD	Food delivery statements	du/CD_Mother_Food delivery statements du/CD_Mother_Food delivery statements	Submitted

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

The 'Uploaded' status is reflected.

Note: When submitting your documents, please make sure there is no "Upload" (blue button). If the "Upload" button is still in blue, it means that you are required to upload document before you can proceed to click 'submit' at the end of application.

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.

Government Bursary & Financial Assistance

Home / F&S / Government Bursary - Outstanding Document

Hi Student

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

Please upload 12 consecutive weekly statements (equivalent to 3 monthly total). Details of family member (e.g. Name, etc) must be reflected on each weekly statement. Ensure details are not truncated via mobile applications. Provide a declaration letter with testimony by family member if applicable (e.g. statements are not available for mobile applications).

Food delivery statements (Mother) - mother
du/CD

Choose File No file chosen

Uploaded

Please upload Official Registration Letter

Official Registration Letter (Mother) - mother
du/CD

Choose File No file chosen

Uploaded

Comments (Users with a flag have access to view submitted documents)

#	Relationship	Document Category	File Name	Status
1	Mother - mother du/CD	Food delivery statements	du/CD_Mother_Food delivery statements du/CD_Mother_Food delivery statements	Submitted
2	Mother - mother du/CD	Official Registration Letter	du/CD_Mother_Official Registration Letter du/CD_Mother_Official Registration Letter	Submitted







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.

Note: Do submit your additional documents within the deadline stated by the bursary staff.



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. You are required to click 'SUBMIT' with all supporting documents by closing date.
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. You are required to upload with all required supporting documents by deadline provided by staff to facilitate processing of application.
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"> • HECB Tier 1 or Tier 2: Higher Education Community Bursary Tier 1 or Tier 2 (<i>formerly CDC/CCC Polytechnic Bursary</i>) • HEB Tier 1 or 2: Higher Education Bursary Tier 1 or Tier 2 (<i>formerly MOE Bursary</i>) • DFP Bursary: Diploma Foundation Programme Bursary (<i>PFP students only</i>)
Application Rejected by RP	Your application is rejected.
Application Accepted by CC1 Application Accepted by CC2 Awarded/ Disbursed	Your application is approved for Higher Education Community Bursary (HECB) Tier 1 or Tier 2. Approved applicants will receive the bursary quantum via GIRO credited into the bank account registered with RP. <ul style="list-style-type: none"> • Awarded: Pending disbursement. • 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 here to download GIRO form & details. Email RP Office of Finance at help-schoolfee@rp.edu.sg for queries.
Awarded/ Disbursed	Your application is approved for Higher Education Bursary (HEB) Tier 1 or 2 OR DFP Bursary. Approved applicants will receive the bursary quantum via GIRO credited into the bank account registered with RP. <ul style="list-style-type: none"> • Awarded: Pending disbursement. • 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 here to download GIRO form & details. Email RP Office of Finance at help-schoolfee@rp.edu.sg for queries.

Note: The bursary outcome will be sent via your RP email account in end-Nov 2021.

It may take up to 4 months for approved applicants to eventually receive the bursary money from date of application (i.e. end-Dec 2021/early-Jan 2022).



Click to return to Summary Page

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 **Sun, 24 Oct 2021, 11.59om**

I have difficulties submitting my application.

- You should submit the mandatory document and at least 1 file for NRICs/BCs for yourself & family members (identification) and at least 1 file for Payslips or CPF Contribution for your family members (income).
- Unable to upload more than 2 documents for some family members: **You are combine the files into 1 PDF document and ensure file size is within 4MB.** Click [here](#) to view preparing documents.
- 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.**
- Do note that there is a **system timeout period of 15mins**; you may be **required to login again after 15mins of inactivity**. If you need more time to upload your documents, you can save your application as 'Draft'. **If you have saved your application as 'Draft': click here to view how to access your Draft application.**
- If you still encountered difficulties, please email us at help-fas@rp.edu.sg. Do 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 **Sun, 24 Oct 2021, 11.59om**

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 academic year**. Students awarded bursary in AY2021 Sem 1 are **not eligible** for the 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 2022.

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 end-Dec 2021/early Jan 2022).

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

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 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 for GIRO queries.

Can I submit hardcopy applications at your office or at RP in person?

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



AY2021 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)
 - Each file should **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 allowed.**
- Prepare and combine **front & back images** of NRIC, Visit Pass, SAF11B (NSF & full-time uniform officers) in a **single PDF file for uploading.**
- File format : JPEG, PDF, PNG or Zip folder are accepted. **Word document and Powerpoint are not accepted.**
- You may consider using mobile apps such as Microsoft Office Lens, etc for scanning of documents.
- Do check the size of your files to ensure they do not exceed 4MB; you may have to do a file compression. **Ensure documents are still clear for viewing after adjustments.**



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

Private Hire Driver/
Food Delivery Rider

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, Part-Time, Odd Jobs, Freelancers, Irregular Income)

Identification

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

Income

- Last 12 months CPF Contribution History (Oct 2020 – Oct 2021) **OR**
- Last 3 consecutive months Payslips (Aug 2021 + Sep 2021 + Oct 2021) **OR**
- **Strictly only for those without CPF / Payslips:** Employer Letter stating **gross monthly salary dated within recent 3 months** (dated Aug/Sep/Oct 2021)

NOTE (Income documents)

- If Oct 2021 payslip is not available:**
 - Submit Jul 2021 + Aug 2021 + Sep 2021 Payslips.
- Family members with **gross monthly income of \$6,000 & above** are to submit **latest 3 consecutive months Payslips, instead of CPF.**
- Family members with **irregular income/odd job** are to submit last 12 months CPF Contribution History.
- If family member is on **long term visit pass and working**, to submit:
 - **Declaration Form - Annex B** (to declare staying in same address as applicant) AND last 3 months payslips.



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 (Oct 2020 – Oct 2021) **AND**
- Employer Letter stating **gross monthly salary dated within recent 3 months** (dated Aug/Sep/Oct 2021)



MOTHER OR GRANDMOTHER : UNEMPLOYED

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

Identification

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

Income

- Last 12 months CPF Contribution History (Oct 2020 – Oct 2021). To submit even if there are no contributions reflected **AND**
- [Income Declaration Form – Annex A](#) - select Option 2 (click on link to download template. You may use Adobe Acrobat DC to digitally fill and upload image of family member's signature.)
- Retirement Letter (if applicable)

NOTE (Income documents)

- a. Income documents are required for family members of [all ages except full-time student and NSF](#). Please submit last 12 months CPF Contribution History (Oct 2020 – Oct 2021) for [family members aged 68 & above](#). To submit even if there are no contributions reflected.
- b. **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(s) why income documents are not available.
- c. For **family members on long term 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 (to indicate full address e.g. Blk 123, #10-11 Singapore 123456).



MOTHER : UNEMPLOYED (RECENT CHANGE IN EMPLOYMENT STATUS)

(Recent change in 1-2 months)

Identification

- NRIC (both sides)

Income

- Last 12 months CPF Contribution History (Oct 2020 – Oct 2021). To submit even if there are no contributions reflected **AND**
- [Income Declaration Form – Annex A](#) – Select Option 2 **AND** (click on link to download template)
- [Declaration Form – Annex B](#) by the family member that he/she is not transiting 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** (dated Aug/Sep/Oct 2021), if applicable



ELDER SISTER : SELF – EMPLOYED

(business owners, taxi, private-hire drivers, food delivery – GRAB/Food Panda/Deliveroo, hawkers, financial/real estate personnel, etc)

Identification

- NRIC (both sides)

Income

- Last IRAS Notice of Assessment (Year 2021) **AND**
- Last 12 months CPF Contribution History (Oct 2020 - Oct 2021). To submit even if there are no contributions reflected **AND**
- [Income Declaration Form – Annex A](#) – Select Option 1
(click on link to download template. You may use Adobe Acrobat DC to digitally fill and upload image of family member's signature.)

NOTE (Income documents)

a. Family members who **recently became private-hire drivers/food delivery riders in less than 1 year** and **do not have 2020 IRAS that reflects private-hire driver/food delivery rider employment status**, to provide:

- 1) Latest 12 consecutive private hire driver/food delivery rider weekly statements (3 months). **Only summary (first) page with total earnings of Grab statement is needed** **AND**
- 2) Latest 12 months CPF Contribution History (Oct 2020 – Oct 2021) **AND**
- 3) [Income Declaration Form - Annex A](#)

b. If **unable to provide latest 12 consecutive private hire/food delivery weekly statements**, to provide:

- 1) All available latest weekly statements (Only **summary (first) page with total earnings of Grab statement is needed**) **AND**
- 2) Latest 12 months CPF Contribution History (Oct 2020 – Oct 2021) **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/ride for certain weeks, etc). Please indicate clearly the period/weeks that you are unable to provide.



ELDER SISTER : PART-TIME STUDENT

(Part -Time Student 17 years & above 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 (Oct 2020 – Oct 2021). To submit even if there are no contributions reflected.

NOTE (Income documents)

- If family member has converted from NSF status to full-time uniform officer (ie. 'Regular' service status), submit last 3 months Payslips or last 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 ITE/Polytechnic/University)

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

- Last 12 months CPF Contribution History (Oct 2020 – Oct 2021). 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.
- If non full-time student and working, please submit Last 12 months CPF Contribution History (Oct 2020 – Oct 2021).

NOTE (Income documents)

- Student card to be of valid expiry date.
- If student card is lost or pending issuance, submit latest full-time student status certification letter issued 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. 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

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.

Rental Income

- Tenancy agreement for rental income

Married/Divorced/Separated Applicant

- For married applicant, provide spouse's and children (if any) NRIC, BC, marriage certificate 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 ITE/Polytechnic/University)

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.
- Click on signature box to upload an image of signature.
- Click on date box to select date.

SAF11B or NSF Card (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.
- Click on signature box to upload an image of signature.
- Click on date box to select date.



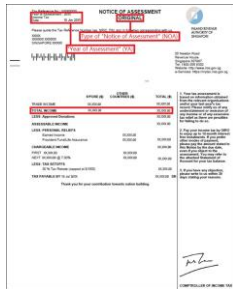
SAMPLE OF SUPPORTING DOCUMENTS (INCOME)

LAST 3 MONTHS PAYSLEIPS



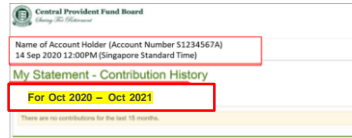
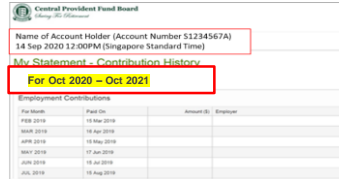
- Dated in Aug + Sep + Oct 2021
- If **Oct 2021 payslip is not available**, submit Jul 2021 + Aug 2021 + Sep 2021 payslips
- Include company name and details of family member (Name, etc)
- Gross salary (not Basic or Net salary) includes allowances, overtime, commission & bonus

IRAS NOTICE OF ASSESSMENT



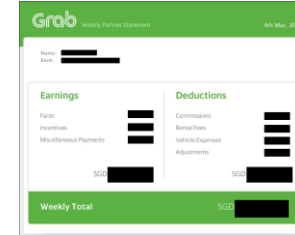
- Generate the **original PDF file** from IRAS website. Include details of family member (Name and NRIC)
- Latest IRAS Statement Year (2021)
- **Do not use mobile print screen as document.**

CPF CONTRIBUTION HISTORY



- 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 (Oct 2020 - Oct 2021)
- **Do not use mobile print screen as documents**

GRAB WEEKLY STATEMENTS



- Include details of family member (Name, etc)
- Latest 12 consecutive weekly statements
- Only first page with income (summary) is needed; generate original PDF document.
- 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

Income documents are required for all family members of all ages, except full-time students and NS Full-time personnel.

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.

If you do not have a SingPass account or if you need to reset your password, you can register for / reset your SingPass via the SingPass website.

For more information, visit:

<https://www.singpass.gov.sg/singpass/register/instructions>

<https://www.singpass.gov.sg/singpass/common/counter>



GENERATING CPF CONTRIBUTION HISTORY

A) Instructions to extract latest CPF Contribution History

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

The image shows the CPF website login page. On the left, there's a 'Click "Login"' button. In the center, there's a 'Login using "Password Login" or "SingPass Mobile"' section. It features two login options: 'SINGPASS MOBILE' and 'PASSWORD LOGIN'. The 'SINGPASS MOBILE' option has a 'Log In' button and a 'Forgot Singpass ID or password?' link. The 'PASSWORD LOGIN' option has a 'Log In' button and a 'Don't have Singpass Mobile? Download here' link. Below the login options, there's a 'Forgot Singpass ID or password?' link and a 'Don't have Singpass Mobile? Download here' link.

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".

The image shows two screenshots of the CPF website. The left screenshot is for 'SMS OTP' verification, showing a 'SingPass' logo and a 'Submit' button. The right screenshot is for 'Token OTP' verification, showing a 'SingPass' logo and a 'Submit' button.

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

The image shows the 'my cpf Online Services' section of the CPF website. It features a 'Get Started my cpf Home' button and a 'My Statement' button. Below the 'My Statement' button, there's a 'NAME OF ACCOUNT HOLDER (CPF Account Number: S1234567A)' and a 'My Statement' link. Below the 'My Statement' link, there's a 'Account Balance' link, a 'CPF Statements' link, and a 'Net Amount Used & Amount Available' link.

Step 3: Under Section B – For Type of Statement, select "Contribution History". For Date Range, select Oct 2020 – Oct 2021, reflect the last 12 months and click "View".

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

The image shows the 'Section B' form on the CPF website. It has a 'Type of Statement*' section with radio buttons for 'Transaction History', 'Contribution History', 'Yearly Statement of Account', and 'Retirement Sum Topping-Up Scheme Yearly Statement'. The 'Contribution History' option is selected. Below this is a 'Date Range' section with a text input field for 'For Oct 2020 – Oct 2021' and a 'View' button. To the right of the 'View' button is a 'Select the months to reflect the last 12 months' button.

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 CPFB website. Upload the PDF file into Bursary FormSG Step 3B.

The image shows the 'My Statement - Contribution History' page on the CPF website. It has a 'NAME OF ACCOUNT HOLDER (CPF Account Number: S1234567A)' and a 'My Statement - Contribution History' link. Below the link is a 'For Oct 2020 – Oct 2021' date range. To the right of the date range are 'PDF' and 'Print' buttons. Below the date range is a table titled 'Employment Contributions' with columns for 'For Month', 'Paid On', 'Amount (\$)', and 'Employer'. The table contains data for February 2019 to July 2019.

For Month	Paid On	Amount (\$)	Employer
FEB 2019	15 Mar 2019		
MAR 2019	16 Apr 2019		
APR 2019	15 May 2019		
MAY 2019	17 Jun 2019		
JUN 2019	15 Jul 2019		
JUL 2019	15 Aug 2019		

The image shows the 'My Statement - Contribution History' page on the CPF website. It has a 'NAME OF ACCOUNT HOLDER (CPF Account Number: S1234567A)' and a 'My Statement - Contribution History' link. Below the link is a 'For June 2020 – June 2021' date range. To the right of the date range are 'PDF' and 'Print' buttons. Below the date range is a message: 'There are no contributions for the last 15 months.'




Click to return to Summary Page

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".

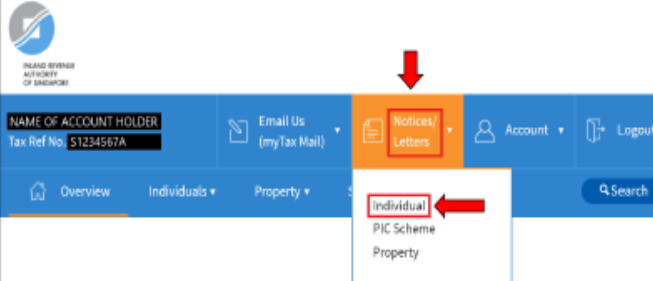
SMS OTP



Token OTP



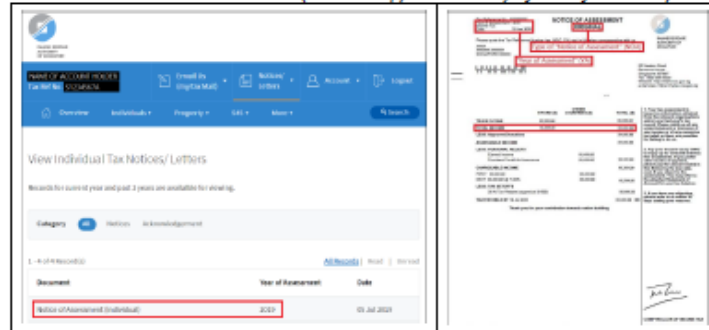
Step 2: Select "Notices/Letters" and click "Individual".



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 **2021** it will be downloaded in a PDF document. Print out the document (*Do not crop/truncate any of the information*).

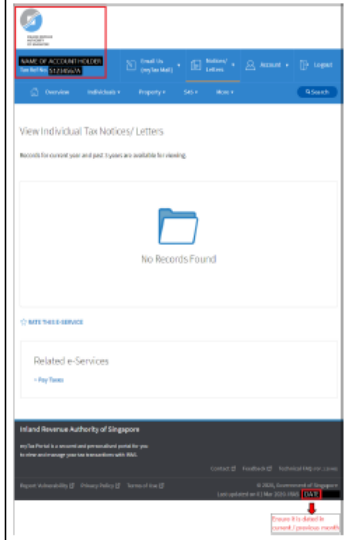


The screenshot shows the IRAS portal interface. On the left, there's a sidebar with 'View Individual Tax Notices/Letters'. The main area displays a table of documents. The first document is 'Notice of Assessment (Individual)' for Year of Assessment 2021, dated 01 Jul 2021. The 'Download' button is highlighted with a red box.

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)

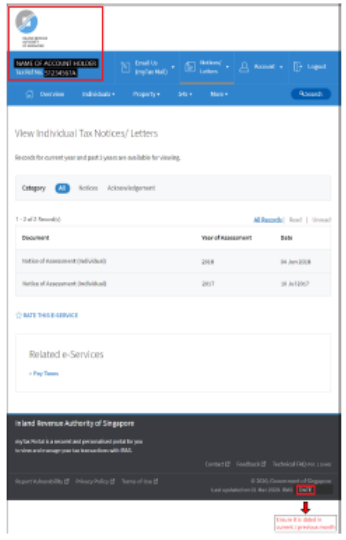
- Screenshot and ensure the entire page is showing the IRAS logo, name, NRIC and latest date
- Alternatively, you can print out the web page (select File > Print).



The screenshot shows the IRAS portal interface. On the left, there's a sidebar with 'View Individual Tax Notices/Letters'. The main area displays a message 'No Records Found' with a folder icon. The 'Download' button is highlighted with a red box.

(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. On the left, there's a sidebar with 'View Individual Tax Notices/Letters'. The main area displays a message 'No Records Found' with a folder icon. The 'Download' button is highlighted with a red box.



Click to return to Summary Page