



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 1:

Application Date	Target Students
13 Mar – 28 Mar	<ul style="list-style-type: none"> • Existing students who have completed at least 1 year of study in RP (Year 2 & Above in AY2021)
1 Apr – 18 Apr	<ul style="list-style-type: none"> • Newly enrolled Year 1 and PFP students in AY2021 <i>New students are to complete RP Onboarding process (Step 1 to 3) before accessing FAST portal. Refer to 'Advisory on Bursary Application for new students' for details.</i>
19 Apr – 28 Apr	<ul style="list-style-type: none"> • Students who have not submitted bursary application between 13 Mar – 18 Apr.

- Students are **strongly encouraged to follow the application dates and submit their bursary application before commencement of new academic year.**
- 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.
- Students who are **graduating in May 2021 are not eligible.**
- **Newly enrolled Year 1 and PFP students** who have applied for **IMDA NEU PC Plus Programme or RP Laptop Assistance (Opportunity Fund) are not required to submit another bursary application.**
- Students will notified of the bursary outcome via their RP email in end-June 2021.
- It may take up to 4 months for approved applicants to eventually receive their bursary money (i.e. end July/Aug 2021).



Advisory on Bursary Application for New Students (Full-Time Diploma and PFP Students) (Important)

To access [Financial Assistance, Scholarship System \(FAST\)](#) for bursary application, new students are required to **complete Step 1 to Step 3**. Complete Step 4 for laptop configuration for access to RP intranet, RP LEO and RP OASIS systems.

Step 1: Download RP Connect App.

Step 2: Acknowledge IT Acceptable Use Policy (AUP). Students are required to do this step to activate their accounts.

Step 3: Reset Password.

Step 4: Laptop Configuration.

- For **Guide on Onboarding and Self-Configuration (Guide A)**: Click [here](#).
- Perform the configuration when you receive an email from Help-IT@rp.edu.sg with the following subject “**Preparation of laptop for use in RP**”.
- For **Onboarding and password reset (Step 3) queries and assistance**, email Help-IT@rp.edu.sg or call 6697 1500 (Daily: 9:00 am – 5:00pm).



BURSARY APPLICATION (FIRST-TIME APPLICANT VIA FAST)

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

1

Assessing the System

Click here for Supporting documents

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Review & Check Form
Submit Application
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8

Additional Documents Submission (applicable only for incomplete applications)


9

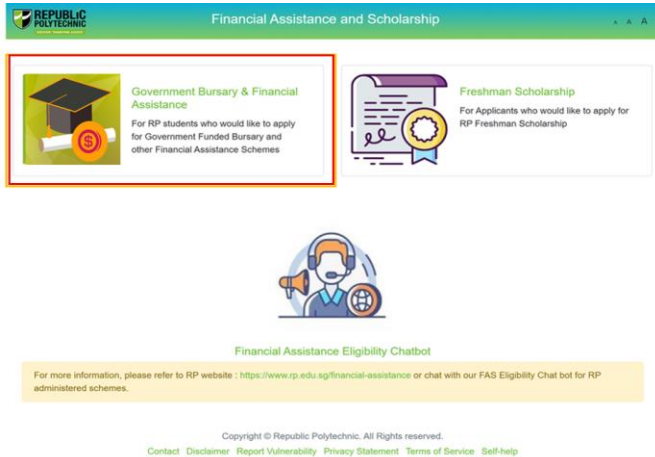
Application Status via FAST
FAQs



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:

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

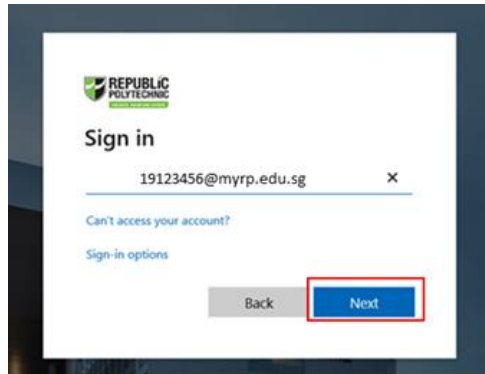
Copyright © Republic Polytechnic. All Rights reserved.
Contact Disclaimer Report Vulnerability Privacy Statement Terms of Service Self-help

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](#).
- 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: Assessing the System



REPUBLIC
POLYTECHNIC

Sign in

19123456@myrp.edu.sg

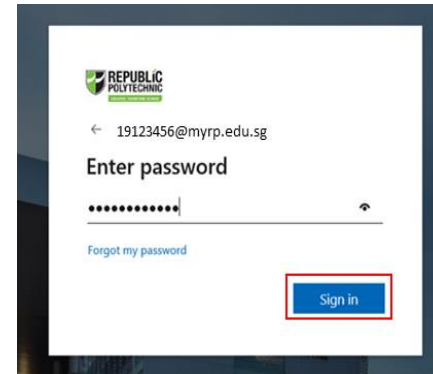
Can't access your account?

Sign-in options

Back Next

Enter your **RP Student ID** followed by **@myrp.edu.sg**
(eg: 20999999@myrp.edu.sg)

Click on **'Next'** button.



REPUBLIC
POLYTECHNIC

← 19123456@myrp.edu.sg

Enter password

.....

Forgot my password

Sign in

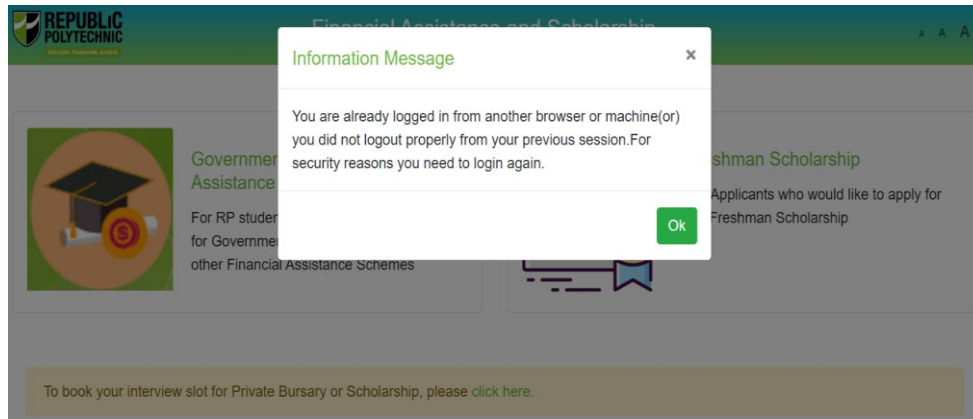
Enter your **password**. Click on **'Sign In'** button.

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: 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

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AY2021 Bursary (Full Time)	2021	AY2021 RP Bursary (Full Time)			16/42021

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:

- **Year 2 & Above students in AY2021:**
13 Mar – 28 Mar 2021, 11.59pm
- **Newly enrolled Year 1 & PFP students in AY2021:**
1 Apr – 18 Apr, 11.59pm
- **Students who have not submitted application between 13 Mar – 18 Apr: 19 Apr – 28 Apr, 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:

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

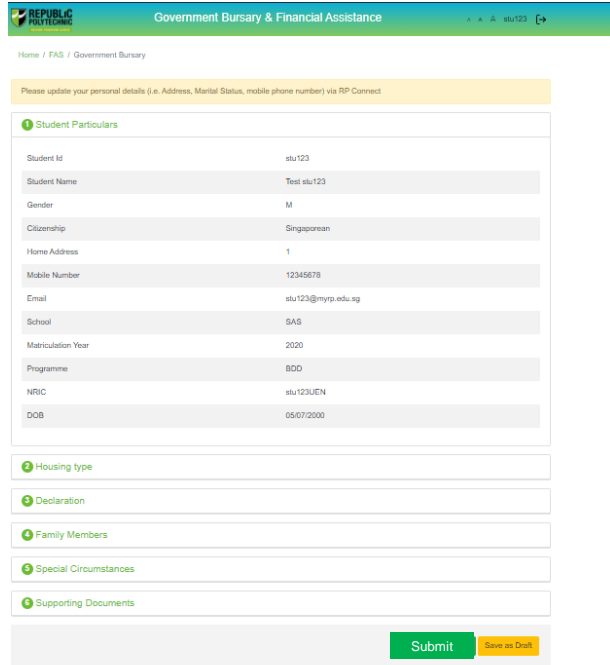
Read the '**Declaration by Applicant**'.

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



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

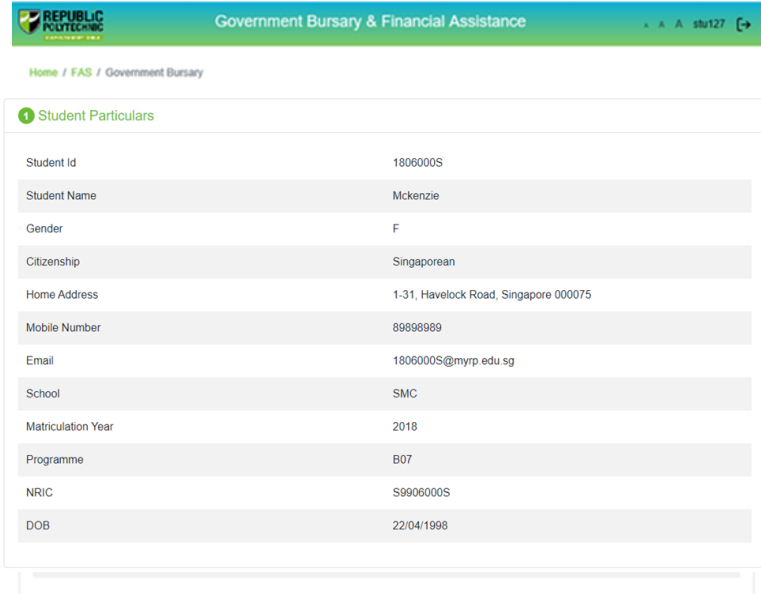
6 Supporting Documents

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

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



03: Review Applicant Particulars



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 with RP Office of the Registrar via email to Help-Registrar@rp.edu.sg by **28 Apr 2021**.
- The bursary staff will contact you via RP email or mobilephone number if clarifications are required for your bursary application.
- For queries on GIRO information, please email to RP Office Finance at Help-Schoolfee@rp.edu.sg.
- The recommended mode of bursary disbursement is by GIRO. It may take up to about two months for the bank to process and approve your GIRO application.
- If you do not have a GIRO account, please submit a GIRO application. For **new students**, you may submit the GIRO Application Form via the Business Reply Envelope. For **Existing students**, you may submit GIRO Application Form to RP Drop Box D located at RP One Stop Centre. Click [here](#) for GIRO application details.



03: Select Housing Type & Ownership

2 Housing type

Housing Type *

Housing Ownership *

-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

-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 *

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
SAF Sponsorship	2020	5000	SAF	Applying	Tuition Fees and Allowance		

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.

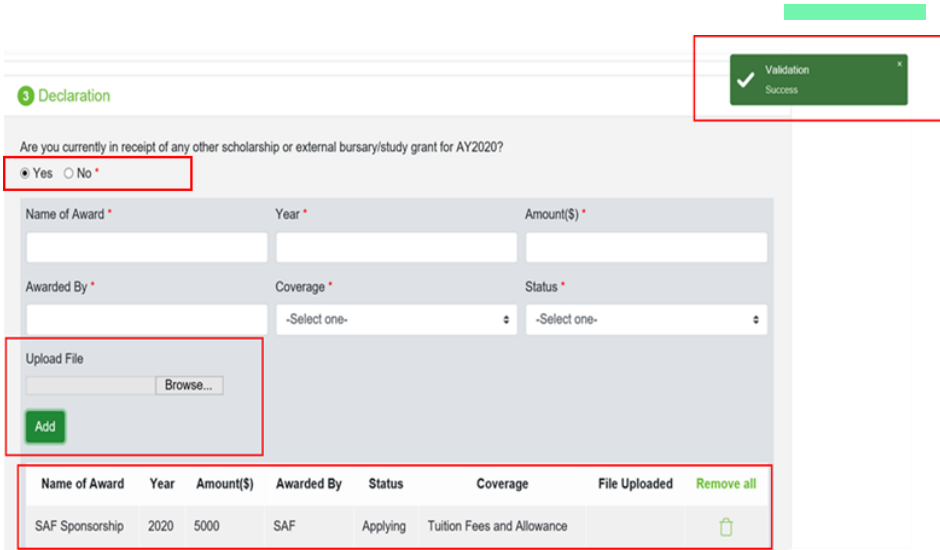
Select '**Yes**' if **you are applying or in receipt** of external scholarship/sponsorship/bursary/study grant.

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 and RP Higher Year/Freshmen/PFP Scholarship are not considered as a full sponsorship as they do 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) is who 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
Sibing 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	Yes <input type="radio"/> No <input type="radio"/>
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 \(Page 52\).](#)

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 *

 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	17	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

#	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 \(Page 52\)](#).

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. Please exclude deceased family member as headcount.

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

Note: For family members who are full-time students or serving full-time National Service, enter income value as '0'. Internship allowance and earnings from vacation/weekend jobs are [excluded](#) for full-time students and NSF allowance are excluded for full-time NS personnel.

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	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.

(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.

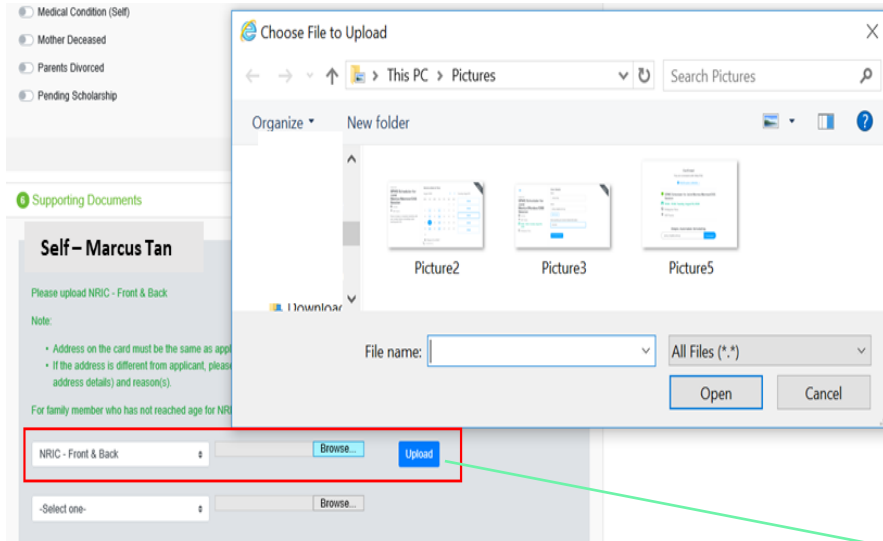
Medical condition refers mostly to terminal or severe condition.

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 stur127

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 Bath Certificate.

NRIC - Front & Back Uploaded

-Select one-



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.

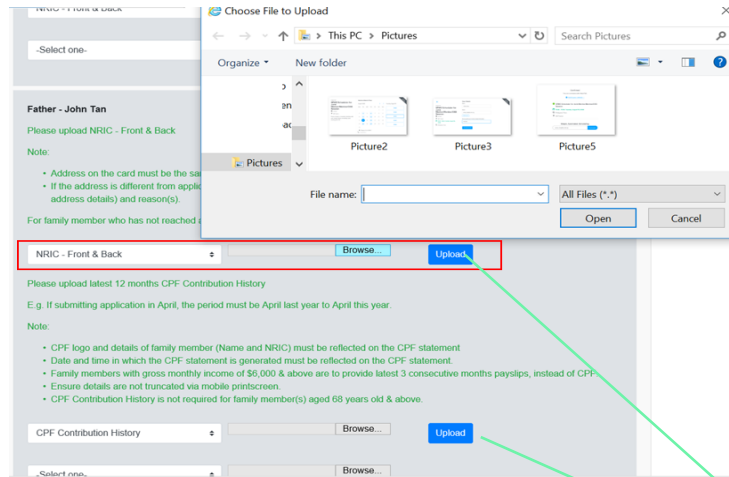
The '**Uploaded**' status is reflected.

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 (please do not submit MOE student card in place of BC for siblings 14 and below and not reached age for NRIC, the BC is compulsory)

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, NSF Card, Visit Pass, BC, etc) 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

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-
 CPF Contribution History
 Payslip

Browse...

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-



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

CPF Contribution History No file chosen Uploaded

-Select one- No file chosen

#	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 Notice of Assessment, 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

NRIC - Front & Back

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, Date of Birth, etc)
- Date and time in which the CPF statement is issued
- Family members with gross monthly income less than \$1,000
- Ensure details are not truncated via mobile phone
- CPF Contribution History is not required for family members with gross monthly income less than \$1,000

CPF Contribution History

Please upload Tenancy Agreement (Rental Income)

Tenancy Agreement (Rental Income)



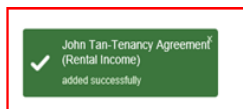
06: Upload Family Members' Documents (Others) – First-Time Applicant

- 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. Housing Type

Housing Type: 2-Bedroom HUD Flat
Housing Ownership: Owned

6. Declaration

Are you currently in receipt of any other concession or reduced benefit/allowance for HUD??
No

Are your earnings correctly declared in Financial Production?
No

7. Family Members

#	Name	Age	MOC	Relationship	Marital Status	Employment Status	Occupation	Annual Monthly Income	Living With Applicant
1	Test	21	Health/Dis	Self	Single	Full-Time Student (aged 17 & above)	Student	0.00	Yes

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

8. Special Circumstances

Comcare: 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




Special Circumstances

Comcare: 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 points to the first row, 2 points to the second row, 3 points to the 'Remove all' button, and 4 points to the '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 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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- 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 * Housing Ownership *

-Select one- -Select one-

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

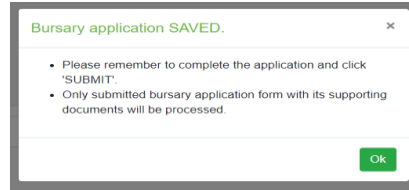
NRIC - Front & Back Choose File (No file chosen) Uploaded

...Select one... Choose File (No file chosen)

#	Relationship	Document Category	File Name
1	Mother - mother stu123	NRIC - Front & Back	stu123_Mother_NRIC - Front & Back20200907214745.jpg
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200907214745.png
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200907214745.png
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200907214745.jpg

Submit **Save as Draft**

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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

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Apply for AY2021 Bursary	2021	AY2021 RP Bursary (Full Time)	Draft		16/4/2021

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:

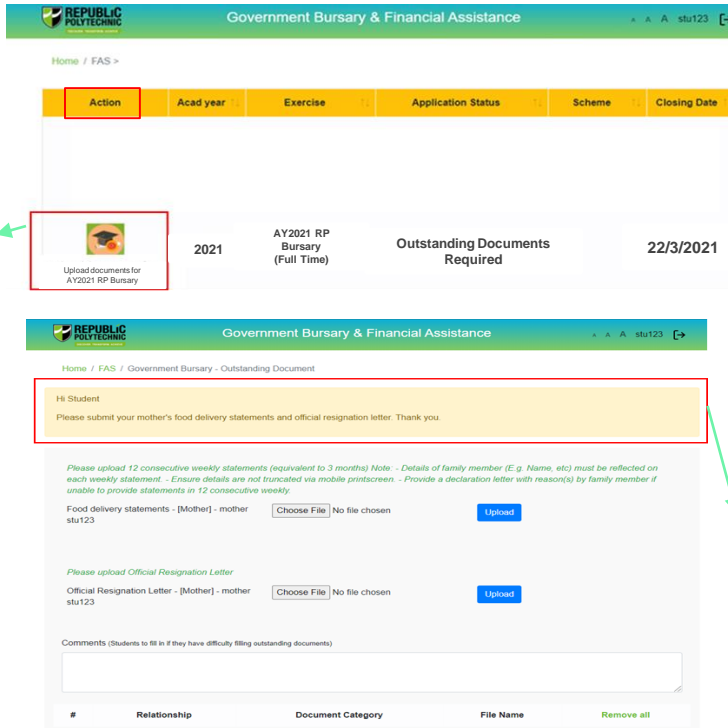
Note: Applications that are saved as 'Draft' status will not be processed unless you click 'Submit' with all required information & supporting documents.

Ensure you submit your application by the closing date:

- **Year 2 & Above students in AY2021: 13 Mar – 28 Mar 2021, 11.59pm**
- **Newly enrolled Year 1 & PFP students in AY2021: 1 Apr – 18 Apr, 11.59pm**
- **Students who have not submitted application between 13 Mar – 18 Apr: 19 Apr – 28 Apr, 11.59pm**




08: Additional Documents Submission (If Applicable)



REPUBLIC POLYTECHNIC Government Bursary & Financial Assistance stu123

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
 Upload documents for AY2021 RP Bursary	2021	AY2021 RP Bursary (Full Time)	Outstanding Documents Required		22/3/2021

REPUBLIC POLYTECHNIC Government Bursary & Financial Assistance stu123

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
---	--------------	-------------------	-----------	------------

Click on Icon to upload documents

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**.

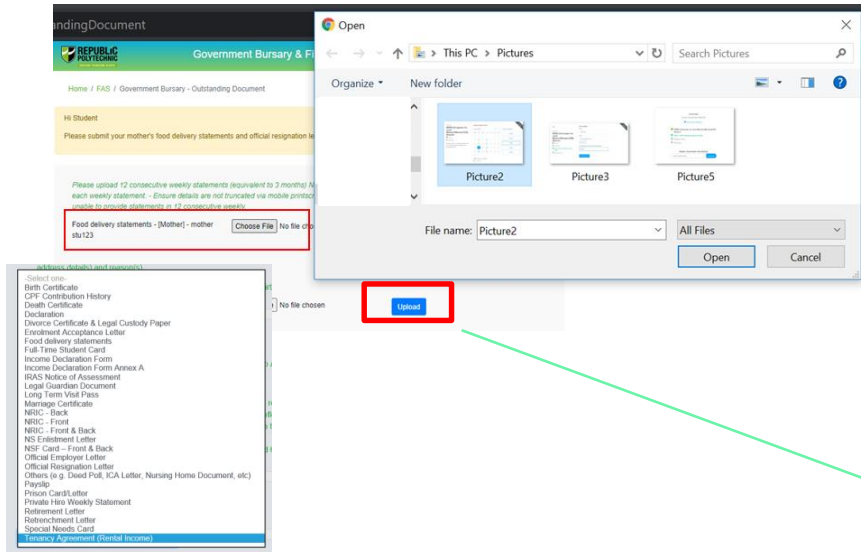
In the **Homepage**, click on the **Bursary icon** under '**Action**' column.

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)

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-June 2021.

It may take up to 4 - 5 months for approved applicants to eventually receive the bursary money from date of application (i.e. end-Jul/Aug 2021).



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 **28 Mar (2359pm) for Higher Year students or 18 Apr (2359) for newly enrolled students in AY2021.**

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 **28 Mar (2359) for Higher Year students or 18 Apr (2359) for newly enrolled students in AY2021.**

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 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 June 2021.

When will I receive the bursary money?

It may take up to 4 -5 months for approved applicants to eventually receive the bursary money in their bank account from date of application (i.e. in end-Jul/Aug 2021).

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 1)

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

Employed
(Recent Change in
Job)



MOTHER

Unemployed
(Housewife)

Unemployed
(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](#)



INLAND REVENUE
AUTHORITY OF
SINGAPORE

[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 (Apr 2020 – Apr 2021) **OR**
- Last 3 consecutive months Payslips (Feb 2021 + Mar 2021 + Apr 2021) **OR**
- **Strictly only for those without CPF / Payslips:** Employer Letter stating **gross monthly salary dated within recent 3 months** (dated Feb/Mar/Apr 2021)

NOTE (Income documents)

- If Apr 2021 payslip is not available:**
 - Submit Jan 2021 + Feb 2021 + Mar 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.** 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). **Download PDF file of Annex B in application invite email 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 (Apr 2020 – Apr 2021) **AND**
- Employer Letter stating **gross monthly salary dated within recent 3 months** (dated Feb/Mar/Apr 2021)

NOTE (Income documents)

- If family change job to 'Self-Employed' employment type, click [here](#) for details.



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 (Apr 2020 – Apr 2021). To submit even if there are no contributions reflected **AND**
- **Income Declaration Form – Annex A** - select Option 2 under 'Unemployed'. (Download PDF file in application invite email. You may use Adobe Acrobat DC to digitally fill and upload image of family member's signature.)
- Retirement Letter (if applicable)

NOTE (Income documents)

- Income documents are required for family members of **all ages except full-time student and NSF**. Please submit last 12 months CPF Contribution History Apr 2020 – Apr 2021) for **family members aged 68 & above**. To submit even if there are no contributions reflected. For information on how to obtain SingPass, click [here](#).
- If unable to provide latest CPF statement due to valid reasons**, submit:
 - **Income Declaration Form - Annex A (Download PDF file in application invite email) AND**
 - **Declaration Form - Annex B** stating detailed reason(s) why income documents are not available. **Download PDF file of Annex B in application invite email.**
- For **family members on long term visit pass and are unemployed**, submit:
 - **Income Declaration Form - Annex A (Download PDF file in application invite email) 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). **Download PDF file of Annex B in application invite email.**



MOTHER : UNEMPLOYED (RECENT CHANGE IN EMPLOYMENT STATUS)

(Recent change in 1-2 months)

Identification

- NRIC (both sides)

Income

- Last 12 months CPF Contribution History (Apr 2020 – Apr 2021). To submit even if there are no contributions reflected **AND**
- **Income Declaration Form – Annex A** – Select Option 2 under ‘Unemployed’ **AND**
(Download PDF file in application invite email. You may use Adobe Acrobat DC to digitally fill and upload image of family member’s signature.)
- **Declaration Form – Annex B** by the family member that he/she is not transiting to a new job **AND**
(Download PDF file in application invite email. You may use Adobe Acrobat DC to digitally fill and upload image of family member’s signature.)
- Official Resignation Acceptance Letter by Former Employer or Retrenchment Letter by Former Employer **dated within recent 3 months (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 2020) **AND**
- Last 12 months CPF Contribution History (Apr 2020 - Apr 2021). To submit even if there are no contributions reflected **AND**
- **Income Declaration Form – Annex A** – Select Option 1 under ‘Self-employed’. (Download PDF file in application invite email. 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 (Apr 2020 – Apr 2021) **AND**
- 3) **Income Declaration Form - Annex A (Download PDF file in application invite email)**

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 (Apr 2020 – Apr 2021) **AND**
- 3) **Income Declaration Form – Annex A (Download PDF file in application invite email)** **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 due to medical condition, etc). Please indicate clearly the period/weeks that you are unable to provide. **Download PDF file of Annex B in application invite email.**



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 (Apr 2020 – Apr 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 the 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 full-time student card/enrolment letter is not available (aged 17 & above):

- Last 12 months CPF Contribution History (Apr 2020 - Apr 2021). To submit even if there are no contributions reflected.

Aged 16 & below:

- Not required to submit Full-Time Student Card. Submit only NRIC if reached the age for NRIC OR only BC if not reached the age of NRIC.

NOTE (Income documents)

- Student card to be of valid expiry date.
- If student card is lost or pending replacement, submit latest full-time student status certification letter issued by school.
- If non full-time student and working, please submit documents according to Employment type (i.e. full/part-time or self-employed). Click [here](#) to view documents).



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.



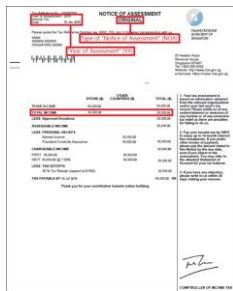
SAMPLE OF SUPPORTING DOCUMENTS (INCOME)

LAST 3 MONTHS PAYSLIPS



- Dated in Feb + Mar + Apr 2021
- If Apr 2021 payslip is not available, submit Jan 2021 + Feb 2021 + Mar 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 Statement Year (2020)
- Do not use mobile print screen as document.

CPF CONTRIBUTION HISTORY

Pay Month	Paid On	Amount (\$)	Employer
FEB 2020	18 Mar 2020		
MAR 2020	18 Apr 2020		
APR 2020	18 May 2020		
MAY 2020	17 Jun 2020		
JUN 2020	18 Jul 2020		
JUL 2020	18 Aug 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 (Apr 2020 - Apr 2021)
- Do not use mobile print screen as documents

GRAB WEEKLY STATEMENTS

Earnings		Deductions	
Fares	███	Commissions	███
Incentives	███	Rental Fees	███
Miscellaneous Payments	███	Service Expenses	███
		Adjustments	███
	SGD ███		SGD ███
Weekly Total		SGD ███	

- 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.

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

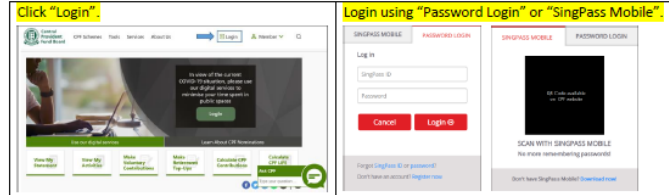
If require further assistance, family members could consider to go to CPF Service Centre at respective locations nearest to their homes to extract their CPF Contribution History. Click [here](#) for details.



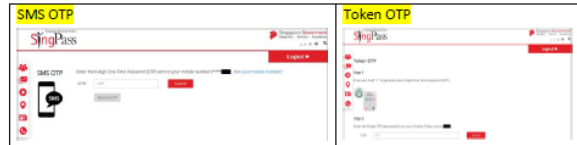
GENERATING CPF CONTRIBUTION HISTORY

A) Instructions to extract latest CPF Contribution History

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



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".

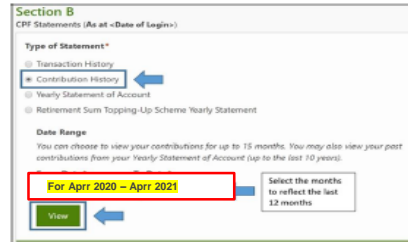


Step 2: Click "My Statement" under my cpf Online Services. Under My Statement, click "CPF Statements".



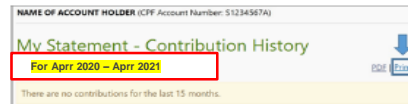
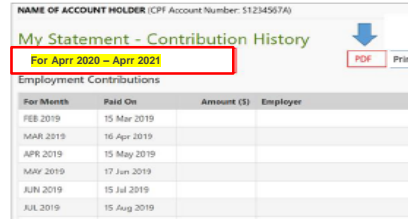
Step 3: Under Section B – For Type of Statement, select "Contribution History". For Date Range, select "Apr 2020 – Apr 2021" to reflect the last 12 months and click "View".

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 'View Individual Tax Notices/Letters' page displays a table of documents. The first document, 'Notice of Assessment (Individual)', is highlighted in red, with its 'Year of Assessment' set to '2020' and 'Date' as '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. Red boxes in the preview highlight the IRAS logo, the name 'LEE HONG LEE', and the NRIC number 'S79001234A'.

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).

This screenshot shows the 'View Individual Tax Notices/Letters' page with a 'No Records Found' message in the center. The 'NAME OF ACCOUNT HOLDER' is 'LEE HONG LEE' and the 'NRIC NUMBER' is 'S79001234A', both highlighted in red. A red arrow at the bottom points to the 'Print' button.

(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).

This screenshot shows the 'View Individual Tax Notices/Letters' page with a table of documents for previous years. The 'NAME OF ACCOUNT HOLDER' is 'LEE HONG LEE' and the 'NRIC NUMBER' is 'S79001234A', both highlighted in red. The table lists documents for '2018' and '2017'. A red arrow at the bottom points to the 'Print' button.

