

Guide to Submitting IMDA NEUPC Plus Application for Permanent Resident Student

1. Before you submit your application, please **prepare the required documents:**

- Download and fill in the IMDA NEUPC Plus Application form – [CLICK HERE](#)
- Prepare all the required supporting documents – [CLICK HERE](#)

2. **Submit your IMDA Application form via Microsoft Form** using your RP email account

- [CLICK HERE](#) to submit your Microsoft Form
- Only IMDA Application form is required during this submission. Supporting documents to be submitted via FAST together with your bursary application (refer to Step 3).

3. Submit your supporting documents via **Financial Assistance Scholarship System (FAST) under FAS Income Assessment**

- [CLICK HERE](#) for the guide to submit your application and supporting documents under FAS Income Assessment via <https://fast.rp.edu.sg/>
- Your application will NOT be processed if you do not complete this step

Preparing Documents for Submission

(For IMDA NEUPC Plus Application)

- All documents must be:
 - Clear for viewing (all text must be sharp and legible)
 - In full view (without truncation of any part of document)
 - Document size **cannot exceed 4MB**
 - Not password-protected or encrypted
- All documents to bear details of family members e.g. Name, NRIC, signature, date (where 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. Screenshot from mobile phone is **not accepted**.
- Prepare **front & back images** of NRIC, Visit Pass, SAF11B (NSF & full-time uniform officers) in a **single PDF file**.
- File format : JPEG, PDF, PNG or Zip folder are accepted. **Word document is not accepted**.
- You may consider using mobile scanning apps such as Adobe Scan, Microsoft Office Lens, FineScanner etc for scanning of documents.

Family Members and Their Employment Type



Family members living in the same household

Employment Type

Click on the employment type for the supporting documents required

[EMPLOYED \(FULL-TIME OR PART-TIME\)](#)

[EMPLOYED \(SELF-EMPLOYED\)](#)

[EMPLOYED \(RECENT CHANGE IN JOB\)](#)

[UNEMPLOYED](#)

[UNEMPLOYED \(RECENT CHANGE IN EMPLOYMENT STATUS\)](#)

[NATIONAL SERVICE FULL-TIME](#)

[PART-TIME STUDENT](#)

[FULL-TIME STUDENT](#)



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



[Sample of Supporting Documents](#)



[Useful Resources](#)

EMPLOYED (FULL-TIME OR PART-TIME)

(Full-time employment, Part-Time, Odd Jobs and Irregular Income)

Identification

NRIC (Both sides)

SAF11B for full-time MINDEF uniformed officer (Both sides)

Income

- Last 12 months CPF Contribution History (1 year ago – current month (month must be the same as the month application is submitted) **OR**
- **Latest 3** consecutive full months Payslips **OR**
- **Strictly for those without CPF / Payslips:** Employer Letter stating **gross monthly salary** (must be dated within the same month as date of application)

NOTE:

- 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** to submit CPF Contribution History.



EMPLOYED (SELF-EMPLOYED)**(Business owner, Hawker, Taxi Driver, Private-Hire Drivers, Financial/Real Estate Agent, Delivery Personnel under Deliveroo/Food Panda/ Grab etc)****Identification****NRIC (Both sides)****Income**

- Latest IRAS Notice of Assessment (Year 2020/2021) **AND**
- Last 12 months CPF Contribution History (1 year ago – current month).
The end month must be the same as the month application is submitted.
To submit even if there are no contributions reflected **AND**
- **IMDA Annex A (Pg 4 Section I) AND**
- [RP Income Declaration Form – Annex A](#)
(click on link to download template)

NOTE

- 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/food delivery weekly statements (3 months) **AND**
 - 2) Latest 12 months CPF Contribution History **AND**
 - 3) **IMDA Annex A (Pg 4 Section I) AND**
 - 4) [Income Declaration Form - Annex A](#)
- If **unable to provide latest 12 consecutive private hire/food delivery weekly statements**, to provide:
 - 1) All Available latest weekly statements **AND**
 - 2) Latest 12 months CPF Contribution History **AND**
 - 3) **IMDA Annex A (Pg 4 Section I) AND**
 - 4) [Income Declaration Form – Annex A](#) **AND**
 - 5) [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.



EMPLOYED (RECENT CHANGE IN JOB)

(Recent change of Job within the past 1-2 months)

Identification

NRIC (Both sides)

Income

(Change of Job & unable to provide latest 3 consecutive full months Payslips from new company):

- Last 12 months CPF Contribution History (1 year ago – current month). The end month must be the same as the month application is submitted. To submit even if there are no contributions reflected **AND**
- Employer Letter stating **gross monthly salary** (must be dated within the same month as the application)



UNEMPLOYED (Homemaker / Retiree)

Identification

NRIC (Both sides)

Income

- Last 12 months CPF Contribution History (1 year ago – current month). The end month must be the same as the month application is submitted. To submit even if there are no contributions reflected **AND**
- **IMDA Annex A (Pg 4 Section II) AND**
- [RP Income Declaration Form – Annex A](#)
(click on link to download template)

NOTE:

Income documents are **required for family members of all ages**. If unable to provide latest CPF document due to valid reasons, submit:

- **IMDA Annex A (Pg 4 Section II) AND**
- [Income Declaration Form - Annex A](#) **AND**
- [Declaration Form - Annex B](#) stating detailed reason why income documents are not available.

UNEMPLOYED (RECENT CHANGE IN EMPLOYMENT STATUS)

(Recent change in 1-3 months)

Identification

NRIC (Both sides)

Income

- Last 12 months CPF Contribution History (1 year ago – current month). The end month must be the same as the month application is submitted. To submit even if there are no contributions reflected **AND**
- **IMDA Annex A (Pg 4 Section II) AND**
- [Income Declaration Form – Annex A](#) **AND**
(click on link to download template)
- [Declaration Form – Annex B](#) by the family member that he/she is not transitioning to a new job **AND**
(click on link to download template)
- Recent Resignation Acceptance Letter or Retrenchment Letter from Former Employer dated within recent 3 months (if applicable)



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

- Only for those waiting for enlistment and yet to receive their SAF11B/Home Team NS Card

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

- Last 12 months CPF Contribution History (1 year ago – current month) must be the same as the month application is submitted. To submit even if there are no contributions reflected

NOTE:

- If family member has converted from NSF status to full-time uniform officer (ie. 'Regular' service status), submit latest 3 months Payslips or latest 12 months CPF Contribution History (1 year ago – current month)



PART-TIME STUDENT

(For family members who are studying part-time)

Identification

NRIC (Both sides)

Income

- Refer to Employment Type under Employed / Self-Employed if they are working.
- Refer to Unemployed if they are not working



FULL-TIME STUDENT

(Full-Time Student and Children not of schooling age < 6 years old)

Identification

NRIC (Both sides)

Birth Certificate (if not reached age for NRIC)

- Do not truncate the parent's information details

*** Please indicate the Name of School and Level of Study in the IMDA Application Form**

Income/Other

School-going children

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

NOTE:

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



OTHER SUPPORTING DOCUMENTS

Deceased/Divorced/ Separated/Guardianship

- Death Certificate
- Divorce/Separation Documents
- Court Order stating legal custody, care and control of child/children
- For **Joint Custody** cases, submit [Declaration Letter Annex B](#) stating reason(s) if one of the parent is no longer financially supporting or in contact with the applicant. If other parent is still financially supporting applicant, to include parent's details & submit documents including the declaration in **IMDA Annex A (Pg 4 Section III)**
- 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
- **IMDA Annex A (Pg 4 Section III)**

Married/Divorced/Separated Applicant

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



SAMPLE OF SUPPORTING DOCUMENTS (IDENTIFICATION/INCOME/OTHER)

NRIC/ VISIT PASS (FRONT & BACK)



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

STUDENT CARD (FRONT & BACK)



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

SAF11B (FRONT & BACK)



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

NS ENLISTMENT LETTER



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



SAMPLE OF SUPPORTING DOCUMENTS (IDENTIFICATION/INCOME/OTHER)

INCOME DECLARATION FORM – ANNEX A

Student ID: [REDACTED] Student Full Name: [REDACTED] Annex A: REPUBLIC POLYTECHNIC

FINANCIAL ASSISTANCE SCHEME APPLICATION INCOME DECLARATION FORM

I, [Name], [Date of Birth], NRIC No: [REDACTED] hereby declare that my latest total gross income is \$ [REDACTED] per month.

Please complete and select where applicable:

- I am self-employed as a [Occupation] (name of occupation e.g. taxi driver, private hire driver, own business) [Details of business/occupation]
- I am employed as a [Occupation] (name of occupation) under OMB/JOB/Part-time (regular income) [Details of employer]

Signature of Family Member: [Signature] [Date]

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

DECLARATION FORM – ANNEX B

Student ID: [REDACTED] Student Full Name: [REDACTED] Annex B: REPUBLIC POLYTECHNIC

FINANCIAL ASSISTANCE SCHEME APPLICATION DECLARATION FORM

I, [Name], [Date of Birth], NRIC No: [REDACTED] hereby declare that:

- I am unable to provide the latest 12 consecutive weeks' OMB statements due to [Reasons]

Signature of Family Member: [Signature] [Date]

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

IMDA ANNEX A: DECLARATION OF SELF-EMPLOYMENT, UNEMPLOYMENT & OTHER SOURCES OF INCOME

ANNEX A: DECLARATION OF SELF-EMPLOYMENT, UNEMPLOYMENT & OTHER SOURCES OF INCOME

SECTION I: DECLARATION OF SELF-EMPLOYMENT

(Please note that self-employed household members with supporting income tax documents need not complete this section)

I / We declare that I am / we are currently self-employed and I am / we are not required to submit Income Tax Return or if my / our latest Income Tax Notice of Assessment does not reflect my / our current income status.

Name	NRIC	Gross Monthly	Signature/Thumbprint of Household Member	Date

SECTION II: DECLARATION OF UNEMPLOYMENT

I / We declare that I am / we are currently unemployed.

Name	NRIC	Start of Unemployment	Signature/Thumbprint of Household Member	Date

SECTION III: DECLARATION OF OTHER SOURCES OF INCOME

Name	NRIC	Type of Income (eg. alimony, rental, etc)	Monthly Amount	Signature/Thumbprint of Household Member	Date

Delete where appropriate
* Income should be reflected before CPF deduction

- Ensure all fields are filled up if you are submitting your IMDA Application Form.

SAMPLE OF SUPPORTING DOCUMENTS (INCOME)

LAST 3 MONTHS PAYSLEIPS

The image shows three sample payslips. Each payslip includes fields for Company Name, Employee Name, and Payment Amount. The first two are labeled 'Payment: Previous month' and the third is labeled 'Payment: Latest Month'.

- MUST be **Latest 3** consecutive full months Payslips
- Include company name and details of family member (Name, etc)
- Gross salary (not Basic or Net salary) includes allowances, overtime, commission & bonus
- **Do not use truncate or remove any details**

IRAS NOTICE OF ASSESSMENT

The image shows a sample IRAS Notice of Assessment document. It includes fields for the taxpayer's name, address, and assessment details. A signature is visible at the bottom right.

- Generate the **original PDF file** from IRAS website
- Include details of family member (Name and NRIC)
- Latest Statement Year (2020/2021)
- **Do not use mobile print screen as document**

CPF CONTRIBUTION HISTORY

The image shows a sample CPF Contribution History statement. It includes the CPF logo and details of the account holder. A table lists contributions for various months from February 2019 to August 2019.

The image shows another sample CPF Contribution History statement. It includes the CPF logo and details of the account holder. A message states: "There are no contributions for the last 15 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
- Last 12 months CPF Contribution History (1 year ago – current month) month must be the same as the month application is submitted. To submit even if there are no contributions reflected **Do not use mobile print screen as documents**

GRAB/ GOJEK WEEKLY STATEMENTS

The image shows a sample Grab/Gojek Weekly Statement screenshot. It includes the Grab logo and details of the driver. A table lists earnings and deductions for various months from February 2019 to August 2019.

- Include details of family member (Name, etc)
- Latest 12 consecutive weekly statements
- 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

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

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

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

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

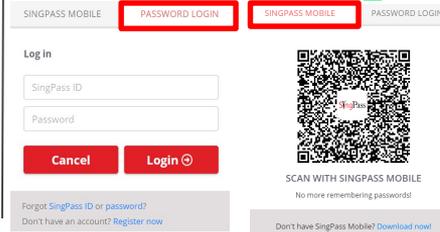
GENERATING CPF CONTRIBUTION HISTORY

Step 1: Go to CPF website (<https://www.cpf.gov.sg/>) & login using SingPass.

Click "LOGIN".



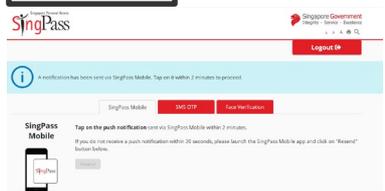
Login using "Password Login" or "SingPass Mobile".



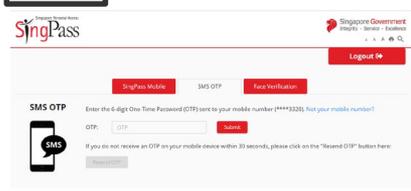
For "Password Login", you will be directed to the 2-step login with SingPass Mobile or SMS OTP.

- For SingPass Mobile, tap on the push notification sent via SingPass Mobile
- For SMS OTP, enter the OTP sent to the registered mobile phone via SMS & click "Submit".

SingPass Mobile



SMS OTP



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



Step 3: Under Section B – For Type of Statement, select "Contribution History".

For Date Range, select <One Year Ago> to <Current Month> to reflect the last 12 months & click "View".

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

Section B

CPF Statements (As at <Date of Login>)

Type of Statement*

- Transaction History
- Contribution History
- Yearly Statement of Account
- Retirement Sum Topping-Up Scheme Yearly Statement

Date Range

You can choose to view your contributions for up to 15 months. You may also view your past contributions from your Yearly Statement of Account (up to the last 10 years).

From Date* To Date*

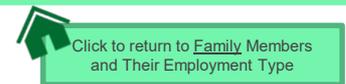
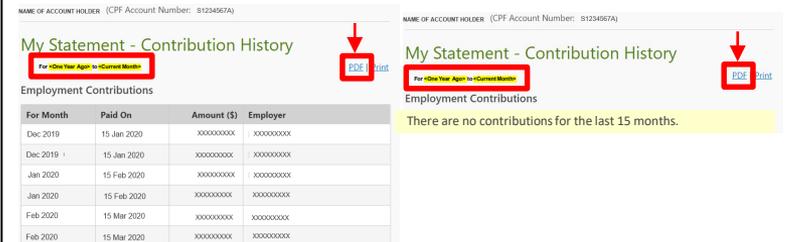
One Year Ago Current Month

Select the months to reflect the latest 12 months.

View

Step 4: Click "PDF" to save a copy of the statement generated from the CPF website.

(Do not crop/truncate any of the information. Ensure that the CPF Logo can be seen & the document is in full view.)



GENERATING IRAS NOTICE OF ASSESSMENT

Step 1: Go to IRAS website (<https://www.iras.gov.sg/>) & login to “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 SingPass Mobile or SMS OTP.

- For SingPass Mobile, tap on the push notification sent via SingPass Mobile
- For SMS OTP, enter the OTP sent to the registered mobile phone via SMS & click “Submit”.

Step 2: Select “Notices/Letters” and click “Individual”

Click to return to [Family Members](#) and Their Employment Type

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 **2020/2021** and it will be downloaded in a PDF document. *(Do not crop/truncate any of the information).*

NOTICE OF ASSESSMENT (INDIVIDUAL)

Year of Assessment (YA): 2020/2021

	TRADE INCOME	SPRISE (S)	OTHER COUNTRIES (S)	TOTAL (S)
TRADE INCOME	30,000.00			30,000.00
TOTAL INCOME	30,000.00			30,000.00
LESS: Deductible Donations			10,000.00	10,000.00
ASSESSABLE INCOME				20,000.00
LESS: PERSONAL RELIEFS				
Personal Income	10,000.00			10,000.00
Personal Exemption				10,000.00
CHARGEABLE INCOME				10,000.00
FBST	30,000.00			30,000.00
NETT	6,000.00 @ 20%			12,000.00
LESS: TAX DEDUCTIONS				12,000.00
30% Tax Relief (capped at \$1000)				3,000.00
TAX PAYABLE BY 15 JUL 2021				9,000.00 (S)

1. Your tax assessment is based on information provided from the relevant organisations and the information you provide. It is an indication of your assessment of tax payable. It is not a statement of fact and is subject to change. Please refer to the assessment for further details.

2. If you receive tax by (S) or (S) up to 12 months from the date of issue of this assessment, you must pay the amount stated in this assessment to the Inland Revenue Authority of Singapore (IRAS) by the due date. Failure to do so may result in penalties and interest being charged on the amount due.

3. If you have any objection, you must raise it within 30 days starting from the date of issue of this assessment.

COMPTROLLER OF INCOME TAX

If the account holder does not have IRAS 2020, it will show **"No Record Found"** or only IRAS records for previous years are available. Screenshot & ensure the entire page is showing the **IRAS Logo, Name, NRIC & latest date.**

No Records Found

IRAS Logo

Name & NRIC

Only IRAS for previous years are available

View Individual Tax Notices/ Letters

Records for current year and past 3 years are available for viewing.

Category: All Notices Acknowledgement

1 - 3 of 3 Record(s) All Records | Read | Unread

Document	Year of Assessment	Date
Notice of Assessment (Individual)	2016	13 Jun 2016
Notice of Assessment (Individual)	2015	20 Jul 2015

Related e-Services

Pay Taxes

Inland Revenue Authority of Singapore

myTax Portal is a secured and personalised portal for you to view and manage your tax transactions with IRAS.

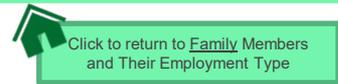
Contact Us Feedback Us Technical FAQ

Report Vulnerability Us Privacy Policy Us Terms of Use Us

© 2020, Government of Singapore

Last updated on 06 Jun 2021: IRAS/Date of Logins

Ensure it is dated in the current or previous month.





FAS Income Assessment Application Guide

(Full-Time Diploma and Polytechnic Foundation Programme
Students who are Permanent Resident intending to apply for
IMDA NEUPC Plus Programme)

a. Financial Assistance Scholarship System (FAST)

Office of Student Support (OSS)



How to Submit your Supporting Documents for IMDA NEUPC Plus Application

Step 1: Read this [FAST Application Guide](#).

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*)

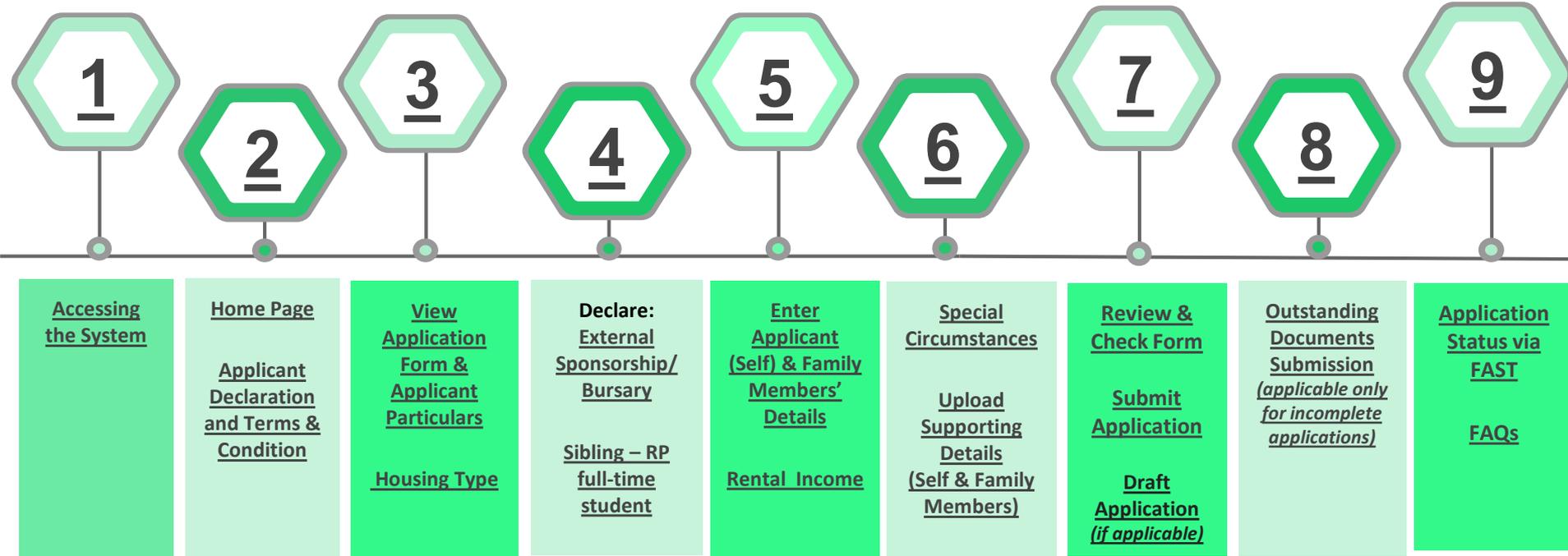
Note:

- This submission is **SOLELY for your IMDA NEUPC Plus Application** as you are not eligible for government bursary.



FAS Income Assessment

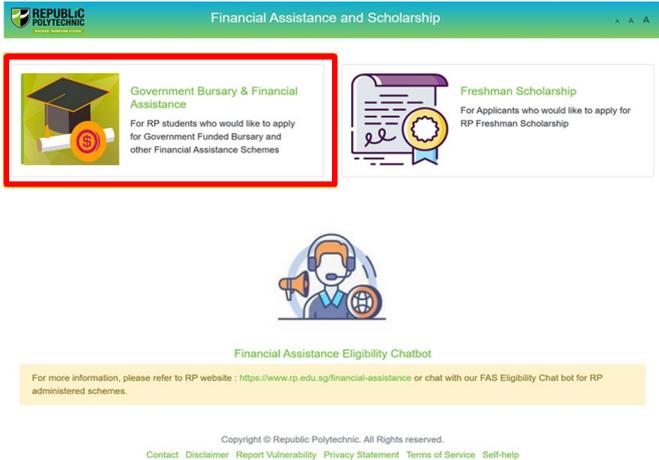
Click on the number or panel to view each segment of application form



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 <i>(recommended browser: Chrome)</i>	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.

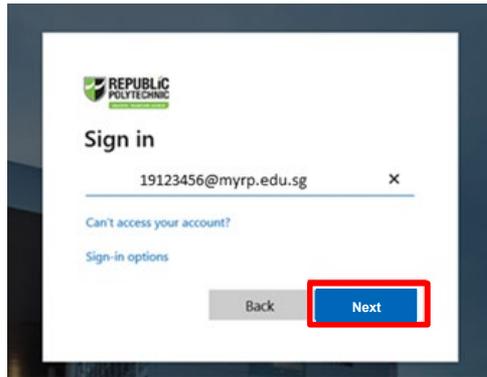
Copyright © Republic Polytechnic. All Rights reserved.
Contact Disclaimer Report Vulnerability Privacy Statement Terms of Service Self-help

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

- **To 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.



01: Accessing the System



REPUBLIC
POLYTECHNIC

Sign in

19123456@myrp.edu.sg X

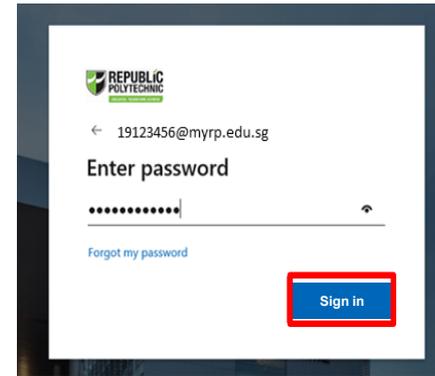
Can't access your account?

Sign-in options

Back Next

Enter your **RP Student ID** followed by **@myrp.edu.sg**
(eg: 19999999@myrp.edu.sg)

Click on '**Next**' button.



REPUBLIC
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← 19123456@myrp.edu.sg

Enter password

.....

Forgot my password

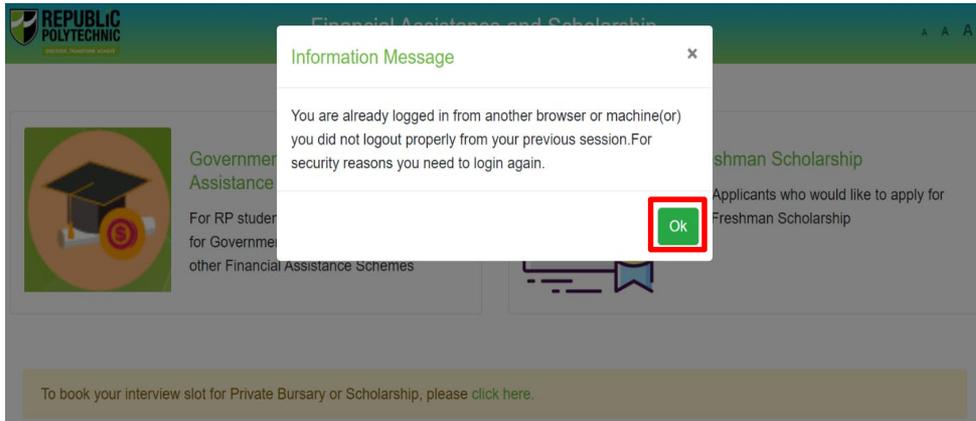
Sign in

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



The screenshot displays the Republic Polytechnic website interface. A modal window titled "Information Message" is centered on the screen. The message text reads: "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." The "Ok" button at the bottom right of the modal is highlighted with a red square. In the background, the website header includes the Republic Polytechnic logo and the text "Financial Assistance and Scholarship". Below the header, there are sections for "Government Assistance" and "Freshman Scholarship".

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

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

You need to Login again to assess the application form.



02: Home Page

REPUBLIC POLYTECHNIC
Government Bursary & Financial Assistance

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
	2021	FAS Income Assessment			DD/MM/YYYY

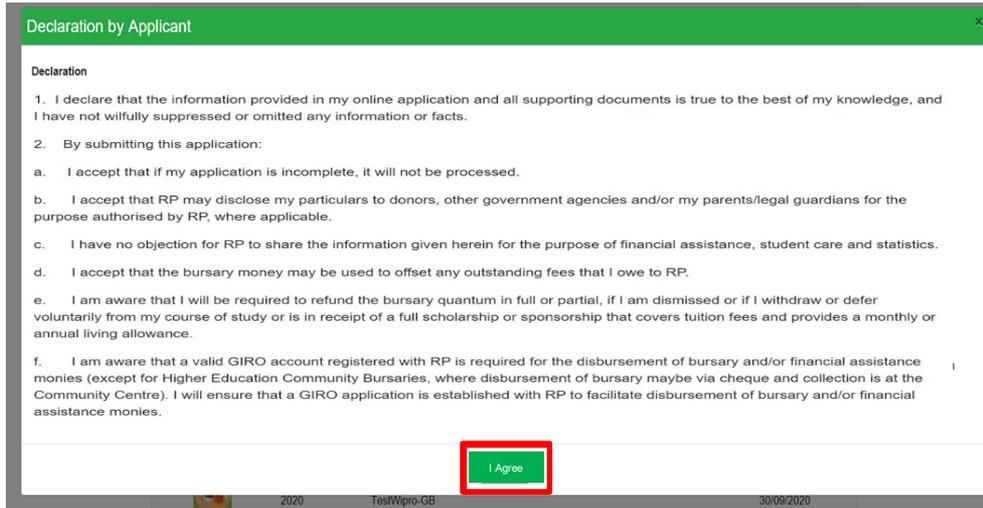
Apply for FAS Income Assessment

On successful authentication, you will be able to see the **FAS Income Assessment Exercise**. Click on the **icon** under 'Action' column to apply for 'FAS Income Assessment Exercise'.

Click on Icon to start your application



02: Applicant Declaration to Bursary Terms & Conditions



Declaration by Applicant

Declaration

1. I declare that the information provided in my online application and all supporting documents is true to the best of my knowledge, and I have not wilfully suppressed or omitted any information or facts.
2. By submitting this application:
 - a. I accept that if my application is incomplete, it will not be processed.
 - b. 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.
 - c. I have no objection for RP to share the information given herein for the purpose of financial assistance, student care and statistics.
 - d. I accept that the bursary money may be used to offset any outstanding fees that I owe to RP.
 - e. 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.
 - f. I am aware that a valid GIRO account registered with RP is required for the disbursement of bursary and/or financial assistance monies (except for Higher Education Community Bursaries, where disbursement of bursary maybe via cheque and collection is at the Community Centre). I will ensure that a GIRO application is established with RP to facilitate disbursement of bursary and/or financial assistance monies.

[I Agree](#)

2020 TestWpro-GB 30/09/2020

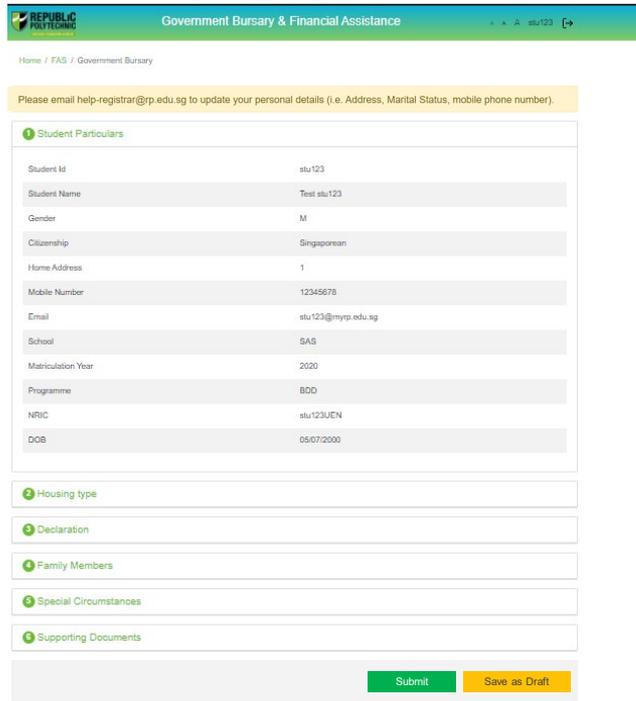
Read the '**Declaration by Applicant**' in the pop-up.

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

You will be redirected to the Government Bursary Application form.



03: View Application Form & Applicant Particulars



REPUBLIC OF SINGAPORE
Government Bursary & Financial Assistance

Home / FAS / Government Bursary

Please email help-registrar@rp.edu.sg to update your personal details (i.e. Address, Marital Status, mobile phone number).

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	B00
NRIC	stu123UEN
DOB	05/07/2000

2 Housing type

3 Declaration

4 Family Members

5 Special Circumstances

6 Supporting Documents

Submit Save as Draft

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



03: Review Applicant Particulars

REPUBLIC POLYTECHNIC
Government Bursary & Financial Assistance stu127

Home / FAS / Government Bursary

Please email help-registrar@rp.edu.sg to update your personal details (i.e. Address, Marital Status, mobile phone number).

1 Student Particulars

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

Review your details under **'Student Particulars'**.

- If there are changes to your personal details (i.e. Address, Marital Status, mobile phone number), please email help-registrar@rp.edu.sg.
- The bursary staff will contact you via RP email or mobile phone number if clarifications are required for your bursary application.



03: Select Housing Type & Ownership

2 Housing type

Housing Type *

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

Housing Ownership *

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

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



04: Declare External Scholarship/Sponsorship/Bursary/Study Grant

3 Declaration

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2021?

Yes No *

Select '**No**' if you are **not applying** or **not in receipt** of external scholarship/ sponsorship/ bursary/ study grant for AY2021.

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 AY2021?

Yes No *

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

SAF Sponsorship 2021 5000

Awarded By * Coverage * Status *

SAF Tuition Fees and Allowance Applying

Upload File

Browse...

Add

Name of Award	Year	Amount(\$)	Awarded By	Status	Coverage	File Uploaded	Remove all
SAF Sponsorship	2021	5000	SAF	Applying	Tuition Fees and Allowance		

Select '**Yes**' if **you are applying** or **in receipt** of external scholarship/ sponsorship/ bursary/ study grant for AY2021.

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/Study Grant

Declaration

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2021?

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	2021	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.

To upload file(s), click on 'Browse'.

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 & legible), without truncation of any part of the original document & in full view.
- Files should include details such as Name, NRIC date etc.

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

Repeat steps if needed to add another external scholarship.

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



04: Declare Sibling – Full Time RP Student

Are your siblings currently studying in Republic Polytechnic?

Yes No *

Select '**No**' if you do not have sibling(s) who is a full-time student(s) in RP.

Proceed to next section of application form.

Are your siblings currently studying in Republic Polytechnic?

Yes No *

Please specify sibling student id *

20012345 x

Add

Student Id

Student Name

Remove all

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

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

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

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

Click on '**Add**' button.



04: Declare Sibling – Full Time RP Student

Are you currently in receipt of any other scholarship or external bursary/study grant for AY2021?
 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	



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

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

The records are reflected in the panel.

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

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

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



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

4 Family Members

Name *	Year of Birth *	NRIC *	Relationship *	Marital Status *	Employment Status *	Occupation *	Gross Monthly Income *	Living With Applicant *
Mckenzie	1998	S990600S	Self	-Select one-	Full-Time Student (aged 17 & above)	Student	0	Yes <input type="radio"/> No <input type="radio"/>

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 & 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 is to include details & documents of their child(ren) if any. Child(ren) may or may not be staying with applicant.*

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

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

Click on '**Add**' button.



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

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

Family Members

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

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

#	Name	Age	NRIC	Relationship	Marital Status	Employer Status	Occupation	Gross monthly Income	Living With Applicant	Remove all
1	Marcus Tan Wei Chong	17	T12345678A	Self	Single	Full-Time Student (aged 17 above)	Student	0	Yes	<input type="button" value="✕"/>



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

The records are reflected in the panel.



05: Enter Family Members' Details

4 Family Members

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

Name *	Year of Birth *	NRIC *
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	17	T12345678A	Self	Single	Full-Time Student (aged 17 above)	Student	0	Yes	

You will be able to add any no. of family members in this section.

All the fields with * are compulsory.

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

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

Enter 'Occupation' and 'Gross Monthly Income'.

Select 'Living with Applicant'.

Click on 'Add' button.



05: Enter Family Members' Details & Rental Income

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

Family Members

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

Name * Year of Birth * NRIC *

Relationship * Marital Status * Employment Status *

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	T12345678A	Self	Single	Full-Time Student (aged 17 above)	Student	0	Yes	
2	John Tan	46	T7412345H	Father	Married	Full-Time Employment	Administrator	3500	Yes	



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

The records are reflected in the panel.

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

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

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

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

(Note: this is a compulsory field *):

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

2	John Tan	46	S7412345H	Father	Married	Full-Time Employment	Administrator	3500	Yes		
3	Vivian Lim	45	S7512345H	Mother	Married	Self Employed	Insurance	3000	Yes		
Rental Income *								<input type="text" value="500"/>	<input checked="" type="checkbox"/>		
Total Monthly Income								7,000.00			
Per Capita Income								2,333.33			



06: Choose Special Circumstances (if applicable)

5 Special Circumstances

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

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

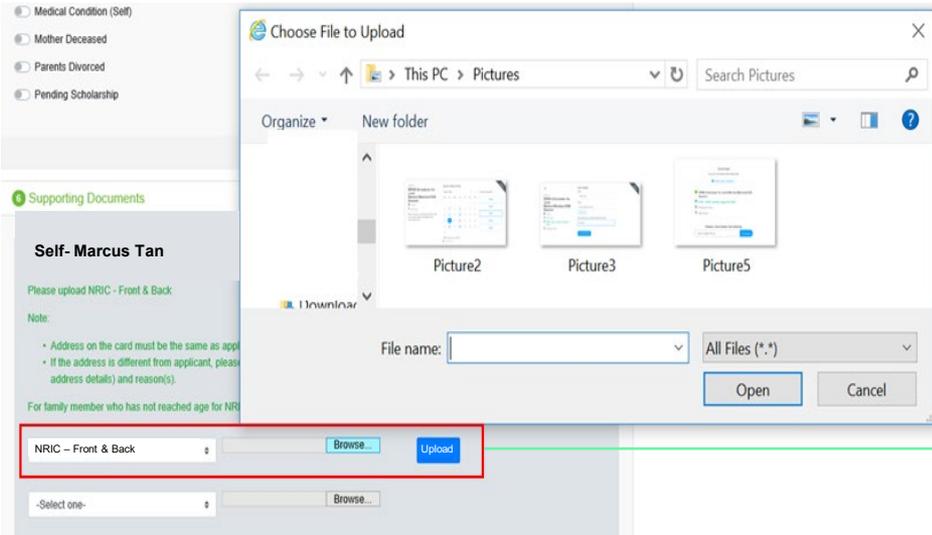
Note: Some selections like 'Father Deceased', 'Mother Deceased' and 'Parents Divorced' are automatically selected based on your family member particulars indicated in earlier portion of your form. Check to ensure the options are indicated correctly.

If **not applicable**, there is **no action required** from you. You are not required to select any option.

Proceed to next section of the application form.



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



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

You are required to upload the pre-filled document of NRIC.

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

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

To upload file(s), click on '**Browse**'.

Please note the below for file upload:

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

Click on '**Upload**'.



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

Self- Marcus 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	*	<input type="text"/>	Browse...	Uploaded
-Select one-	*	<input type="text"/>	Browse...	



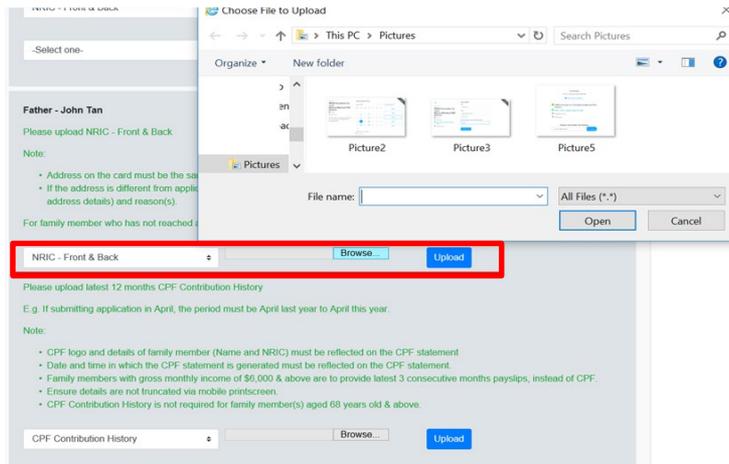
Upon successful upload, you can see the system validation as **'NRIC Front & Back' Added Successfully'** on top right of the panel.

The records are reflected in the panel.

The 'Uploaded' status is reflected.



06: Upload Family Members' Documents (Identification)



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

You are required to upload the pre-filled document of NRIC.

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

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

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

To upload file(s), click on **'Browse'**.

Please note the below for file upload:

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

Click on **'Upload'**.



06: Upload Family Members' Documents (Identification)

Father - John Tan

Please upload NRIC - Front & Back

Note:

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

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

NRIC - Front & Back



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

The records are reflected in the panel.

The 'Uploaded' status is reflected.

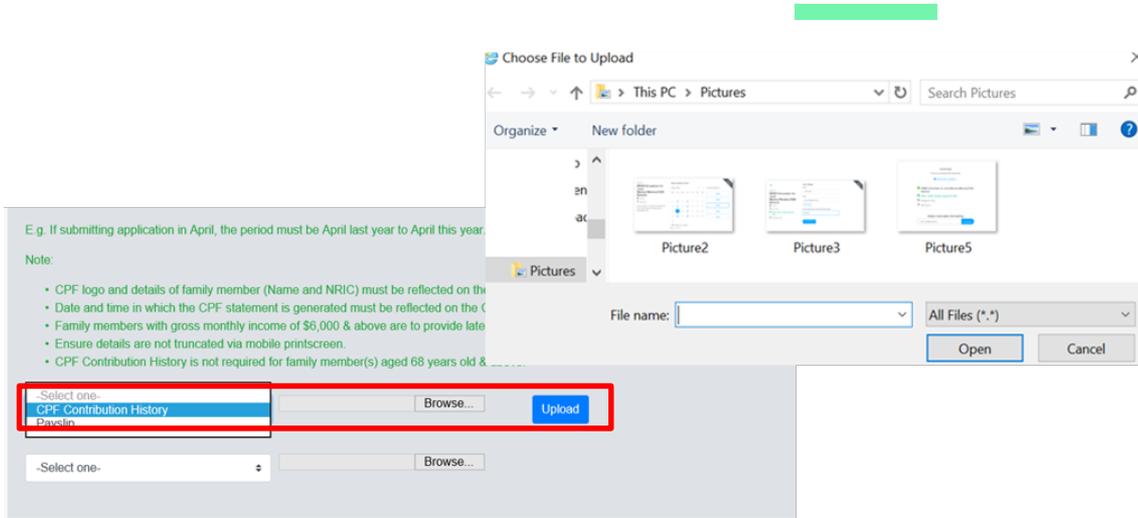


06: Upload Family Members' Documents (Income)

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

Note:

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



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

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

Ensure you upload:

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

To upload file(s), click on '**Browse**'.

Please note the below for file upload:

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

Click on '**Upload**'.



06: Upload Family Members' Documents (Income)

Father - John Tan

Please upload NRIC - Front & Back

Note:

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

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

NRIC - Front & Back Uploaded

Please upload latest 12 months CPF Contribution History

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

Note:

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

CPF Contribution History Uploaded

-Select one-

John Tan-CPF Contribution History added successfully

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

The records are reflected in the panel.

The 'Uploaded' status is reflected.



06: Upload Family Members' Documents (Others)

CPF Contribution History No file chosen

-Select one- No file chosen

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

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

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

To upload file(s), click on ‘**Browse**’.

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**’.

address details and reasons

- Select one-
- Birth Certificate
- CPF Contribution History
- Death Certificate
- Declaration
- Divorce Certificate & Legal Custody Paper
- Enrolment Acceptance Letter
- Food delivery statements
- Full-Time Student Card
- Income Declaration Form
- Income Declaration Form Annex A
- IRAS Notice of Assessment
- Legal Guardian Document
- Long Term Visit Pass
- Marriage Certificate
- NRIC - Back
- NRIC - Front
- NRIC - Front & Back
- NS Enlistment Letter
- NSF Card - Front & Back
- Official Employer Letter
- Official Resignation Letter
- Others (e.g. Deed Poll, ICA Letter, Nursing Home Document, etc)
- Payslip
- Prison Card/Letter
- Private Hire Weekly Statement
- Retirement Letter
- Reinrichment Letter
- Special Needs Card
- Tenancy Agreement (Rental Income)**

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)
- Date and time in which the CPF statement is made
- Family members with gross monthly income
- Ensure details are not truncated via mobile phone
- CPF Contribution History is not required for family members who have reached age for NRIC

CPF Contribution History

Please upload Tenancy Agreement (Rental Income)

Tenancy Agreement (Rental Income)

Choose File to Upload

This PC > Pictures

Search Pictures

Organize

New folder

Picture2

Picture3

Picture5

File name:

All Files (*.*)



06: Upload Family Members' Documents (Others)

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

CPF Contribution History ▾ Browse...

Please upload Tenancy Agreement (Rental Income)

Tenancy Agreement (Rental Income) ▾ Browse...



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

The 'Uploaded' status is reflected.

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

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



07: Review and Check Application

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

Annotations: 1 points to the first document thumbnail, 2 points to the first document file name, 3 points to the 'Remove all' button, and 4 points to the 'Green Trash' icon in the second row.

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

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

- You will be able to see the preview if the file uploaded is an image.
- Click on this link to download the file for review.
- 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).
- 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 all the sections are duly filled and all supporting documents are uploaded, submit the application form by clicking on the **“Preview & Submit”** button.

- b. (i) System will validate your application form & 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.

Figure 1

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 2

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 *



07: Submit Application

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

NRIC - Front & Back Uploaded

-Select one-

#	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	

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Message ✕

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"

- b. (ii) 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.

- c. If all the details are okay, 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.

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



07: Draft Application (If Applicable)

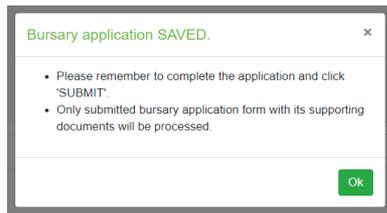
For family member who has not reached age for NRIC, please upload Birth Certificate

NRIC - Front & Back [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 & Back20200907214745.jpg
2	Mother - mother stu123	Death Certificate	stu123_Mother_Death Certificate20200907214745.png
3	Mother - mother stu123	CPF Contribution History	stu123_Mother_CPF Contribution History20200907215051.png
4	Self - Test stu123	NRIC - Front & Back	stu123_Self_NRIC - Front & Back20200907214745.jpg

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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.

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

In the **Homepage**, click on the **FAS Income Assessment 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.

REPUBLIC POLYTECHNIC Government Bursary & Financial Assistance

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
	2021	FAS Income Assessment	Draft		DD/MM/YYYY



08: Outstanding Documents Submission (If Applicable)

REPUBLIC POLYTECHNIC
Government Bursary & Financial Assistance

Home / FAS >

Action	Acad year	Exercise	Application Status	Scheme	Closing Date
	2021	FAS Income Assessment	Outstanding Documents Required		DD/MM/YYYY

Apply for FAS Income Assessment

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 **FAS Income Assessment icon** under 'Action' column.

REPUBLIC POLYTECHNIC
Government Bursary & Financial Assistance

Home / FAS / FAS Income Assessment - 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 pretscreen - Provide a declaration letter with reason(s) by family member if unable to provide statements in 12 consecutive weeks.

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

Please upload Official Resignation Letter

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

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

#	Relationship	Document Category	File Name	Remove all

Read the **instructions** by bursary staff in **FAST portal** (yellow box) & **your RP and/or personal email**.

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



08: Outstanding Documents Submission (If Applicable)

The screenshot shows a web application interface for document submission. The page title is "OutstandingDocument" and the header is "REPUBLIC OF TONGA Government Bursary & Financial Aid". The main content area has a yellow banner that says "Hi Student" and "Please submit your mother's food delivery statements and official resignation letter". Below this, there are instructions: "Please upload 12 consecutive weekly statements (equivalent to 3 months) for each weekly statement - Ensure details are not truncated via mobile printouts available to provide statements in 12 consecutive weekly". A red box highlights the "Food delivery statements - (Mother) - mother stu123" option, which has a "Choose File" button. An "Open" file dialog is overlaid on top, showing the "Pictures" folder with files "Picture2", "Picture3", and "Picture5". The "File name" field is set to "Picture2" and the file type is "All Files". Below the dialog, there is a list of document types, with "Food delivery statements" selected.

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

To upload file(s), click on '**Browse**'.

Please note the below for file upload:

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

Click on '**Upload**'.



08: Outstanding Documents Submission (If Applicable)

Please upload Official Resignation Letter

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

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

I have submitted all documents

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

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

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



09: Application Status at FAST Homepage

Application Status	What it means
Draft	Application is saved as draft and you are yet to submit the application. You are required to click 'SUBMIT' with all supporting documents in order for us to process your application.
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.
Application Rejected by RP	Your application is rejected. You will be notified via your RP email account on the outcome of your application with the reason for your unsuccessful application.
Awarded	Your application is approved. You will be notified via your RP email account on the outcome of your application with all the relevant information.



09: FAQs – Application & Supporting Documents Upload

What are the supporting documents to submit for my 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 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

I have difficulties submitting my application.

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

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 the bursary staff via your RP email account to submit additional documents**. Click [HERE](#) to view steps on additional documents submission.

