



SIM GE CRISIS FUND SUPPORTING DOCUMENTS CHECKLIST

Instructions

1. How to Apply:
Login to SIMConnect => My Apps Tab => Self Service => Campus Finance => Financial Aid => Apply for Bursary
2. Please refer to the table below for the list of supporting documents to be submitted in your online submission. Read carefully and prepare your documents accordingly before submission. **SIM GE has the right to reject applications with incomplete documents.**
3. All documents must be scanned and attached to the online application form **in PDF format** before submission as no changes can be made thereafter.
4. The collection of personal data such as NRICs, and other supporting documents are required to facilitate the processing of applications, including verifications of the identities of applicants and household members. For information on SIM PDPA Policy, please refer to <https://www.sim.edu.sg/data-privacy>

Documents Required

Applicant	<ul style="list-style-type: none"> • ID document¹ • Income document² • Personal document³ • Results / Official Transcript - <i>Latest SIM GE (Download or print-screen your cumulative results from the partner university portal or SIMConnect) / A level / Diploma / O Level result</i>
Parents, Spouse, Guardians, Grandparents, and other relatives staying in the <u>same</u> household (if any)	<ul style="list-style-type: none"> • ID document¹ • Income document² • Personal document³ • Marital Status document⁴
Siblings staying in the <u>same</u> household (if any)	<ul style="list-style-type: none"> • ID document¹ • Income document² • Personal document³

Details of Document		
1. ID document	<ul style="list-style-type: none"> • NRIC (front and back) • Deed poll (if applicable) • Passport and NRIC collection slip (for loss of NRIC) • Birth Certificate or Student Card (15-year old and below) 	
2. Income document	➤ Employed	<ul style="list-style-type: none"> • Latest 15 months CPF contribution statements • Summary of CPF Annual Statement (Ordinary, Special, Medisave, Retirement Account) – <i>applicable for parents/grandparents/guardian</i>
	➤ Self-employed	<ul style="list-style-type: none"> • Latest 15 months CPF contribution statements • Latest Income Tax Notice of Assessment • Self-declaration form* • Summary of CPF Annual Statement (Ordinary, Special, Medisave, Retirement Account) – <i>applicable for parents/grandparents/guardian</i>
	➤ Part-time/ Freelance/ Unemployed/ Housewife/ Retiree/Retrenched	<ul style="list-style-type: none"> • Latest 15 months CPF contribution statements • Self-declaration form* • Summary of CPF Annual Statement (Ordinary, Special, Medisave, Retirement Account) – <i>applicable for parents/grandparents/guardian</i>
	➤ Full-time national service (NSF)	<ul style="list-style-type: none"> • Latest National Service allowance payslip (<i>can be retrieved via NS portal</i>)
3. Personal document	➤ Expenses-related Documents	<ul style="list-style-type: none"> • Rental Agreement / Acceptance Letter (For rented accommodation)
	<ul style="list-style-type: none"> ➤ Personal-related Documents ➤ (If applicable) 	<ul style="list-style-type: none"> • Unemployment Letter (E.g. Retrenchment Letter / Resignation Letter / End of Service Letter / Self-Declaration Form*) • Additional Information Form* (only for applicant) • Study Grant / Loan Acceptance Letter (For those who receive support from government or other organisations) • Bankruptcy Letter
	<ul style="list-style-type: none"> ➤ Medical-related Documents ➤ (If applicable) 	<ul style="list-style-type: none"> • Latest Medical Diagnosis / Memo • Latest Medical Bills
4. Marital Status document (if divorced/ separated/ widowed)	<ul style="list-style-type: none"> • Divorce / Separation document • Death Certificate 	

*template can be downloaded from <https://www.sim.edu.sg/degrees-diplomas/admissions/bursaries-and-financial-aids/sim-ge-crisis-fund>