

## MTFA BURSARY SUBMISSION CHECKLIST

1. You are to upload clear, scanned copies of the required documents to complete your application.
2. If you do not have a scanner, you may refer to the [Submission Guideline](#).
3. Acceptable document upload formats: pdf, doc, docx.
4. Each file should be less than **5 MB**

**NOTE: Incomplete submissions with incomplete/missing documentation will NOT be processed by MTFA. We do NOT accept hardcopy submissions.**

S/N	Documents	Upload As
1	<u>Identification Documents</u> <ul style="list-style-type: none"> <li>● NRIC/ Birth Certificate <b>of applicant &amp; ALL household members</b> (both sides)</li> <li>● NS Green ID (11B) (both sides) (if any)</li> <li>● Marriage, death, separation or divorced certificate (if any)</li> <li>● Applicant's <b>latest</b> bank statements, indicating <b>current</b> bank balance</li> </ul>	<b>Scan these documents to ONE file and save it as "Identification Documents_(your name)"</b>
2	<u>Educational Certificates</u> <ul style="list-style-type: none"> <li>● GCE 'N' / 'O' / 'A' Level Certificate</li> <li>● Diploma Certificate</li> </ul> <b>For all applications:</b> <ul style="list-style-type: none"> <li>● Recent examination result in current institution <u>OR</u></li> <li>● Admission letter (for 1st year students who have secured a place in the institution)</li> </ul>	<b>Scan these documents to ONE file and save it as "Education Certificates_(your name)"</b>
3	<u>Income Documents</u> For Family Members who are employed: <ul style="list-style-type: none"> <li>● Latest payslip (within last 3 months) / Employer's letter (dated in recent 3 months) stating monthly gross salary</li> <li>● CPF Transaction History for last 12 months</li> </ul> For Family Members who are self-employed / unemployed / retired / housewife or employed but unable to produce income document: <ul style="list-style-type: none"> <li>● CPF Transaction History for last 12 months</li> <li>● <a href="#">Income Declaration Form</a></li> <li>● Latest Income Tax Notice of Assessment (for self-employed only)</li> </ul> Full-Time Student (above 16 years) or Serving NS: <ul style="list-style-type: none"> <li>● Student Matriculation Card or Ezlink card with school logo</li> <li>● Admission letter from institution</li> <li>● NS Enlistment Letter</li> </ul>	<b>Scan these documents to ONE file and save it as "Income Documents_(your name)"</b>
4	<u>Other Documents (if applicable)</u> <ul style="list-style-type: none"> <li>● For family receiving public assistance: letter from local authority on financial scheme received (MUIS, SSO etc) within the last 12 months</li> <li>● Doctor's memo / medical report (dated in last 6 months) of applicant or any family member who has a chronic or serious medical condition.</li> </ul>	<b>Scan these documents to ONE file and save it as "Other Documents_(your name)"</b>