

MTFA FOUNDERS' SCHOLARSHIP 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.
We do NOT accept hardcopy submissions**

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