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PART A1 & A2 : NATIONAL IDENTITY CARD

SINGAPOREAN/ SPR





NRIC Front and Back
(with updated residence)



OR
Digital IC with residence shown
(Accessible from Singpass)

OR
Birth Certificate/ Digital Birth Certificate (< 15 years old)

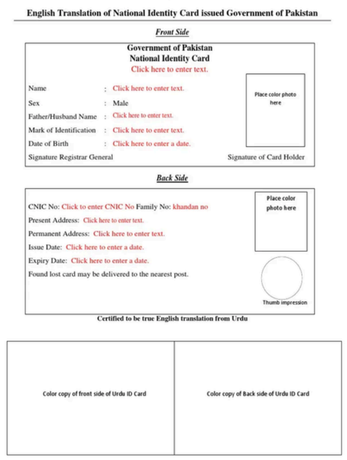
FOREIGN CITIZEN





Government issued ID
Birth Certificate if no National Identity Card

+



English Translation of National Identity Card issued Government of Pakistan

Front Side

Government of Pakistan
National Identity Card
Click here to enter text.

Name : Click here to enter text.
Sex : Male
Father/Husband Name : Click here to enter text.
Mark of Identification : Click here to enter text.
Date of Birth : Click here to enter a date.
Signature Registrar General

Place color photo here

Signature of Card Holder

Back Side

CNIC No: Click to enter CNIC No Family No: khandan no
Present Address: Click here to enter text.
Permanent Address: Click here to enter text.
Issue Date: Click here to enter a date.
Expiry Date: Click here to enter a date.
Found lost card may be delivered to the nearest post.

Place color photo here

Thumb impression

Certified to be true English translation from Urdu

Color copy of front side of Urdu ID Card

Color copy of Back side of Urdu ID Card

English Translation



Excluding Passport

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PART B1: EMPLOYMENT DOCUMENTS

ALL DOCUMENTS TO BE OF SAME COMPUTATION MONTH



3 MONTHS PAYSLIPS

FOR ALL CITIZENSHIP

Latest 3 months payslips. Including additional payslips for allowance, award, OT, AWS, bonus received in the 3 months period

Includes income from full-time and part-time students (applicants included)



IF PAYSLIP IS NOT AVAILABLE

FOR SINGAPOREAN/SPR

CPF Transaction History for last 12 months
(up to the month of submission)

do not crop the pages



IF PAYSLIP AND CPF TRANSACTION HISTORY ARE NOT AVAILABLE

FOR ALL CITIZENSHIP

Recent letter from employer stating the latest three months' gross income
(Not more than 3 months from submission month

If letter from employer is not available, to provide: Self-declaration Form (Click here)

ANY DOCUMENT NOT IN ENGLISH MUST BE PROVIDED WITH AN ENGLISH TRANSLATION

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PART B3: SELF-EMPLOYED

SINGAPOREAN AND SPR

LATEST AVAILABLE NOTICE OF ASSESSMENT (NOA)

If 2027 is not available, submit 2026

To also provide CPF Transaction History
for last 12 months (up to the month of submission)

do not crop the pages

IF NO LATEST AVAILABLE NOA / EXEMPTED FROM FILING:

1) Screenshot of IRAS Tax filing Status/ no records found

2) CPF Transaction History for last 12 months (up to month of submission)

3) Self-declaration Form (Click here)

FOREIGNER

LATEST AVAILABLE TAX ASSESSMENT

If 2027 is not available, submit 2026

do not crop the pages

IF NO LATEST AVAILABLE TAX ASSESSMENT/ EXEMPTED FROM FILING:

To provide:
Self-declaration Form
(Click here)

ANY DOCUMENT NOT IN ENGLISH MUST BE PROVIDED WITH AN ENGLISH TRANSLATION

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PART B4 – UNEMPLOYED,HOUSEWIFE OR RETIRED



SELF-DECLARATION FORM [CLICK HERE]

FOR ALL CITIZENSHIP

Declarant to use own personal email (cannot use student's email)

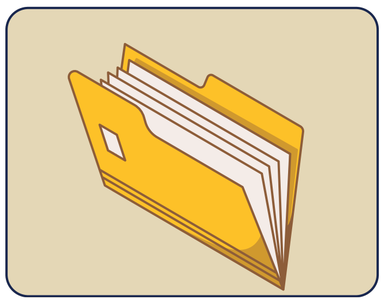
Upon form submission, download the 3-page document and upload it in your application form



CPF TRANSACTION HISTORY

FOR SINGAPOREAN/SPR

For last 12 months (up to month of submission)



DECLARANT TO SUBMIT RESIGNATION LETTER WITH EMPLOYER'S ACKNOWLEDGEMENT OR PENSION LETTER (IF APPLICABLE)

FOR ALL CITIZENSHIP

ANY DOCUMENT NOT IN ENGLISH MUST BE PROVIDED WITH AN ENGLISH TRANSLATION

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PART B5: SIBLINGS

SINGAPOREAN AND SPR

NSF

SAF Identity Card (11B) or Enlistment Notice

STUDENT

Concession Card (EZ-link)/ Student Card/ Letter from School/ Student Contract

Employed
3 months payslips
(if no payslips - submit CPF Transaction History)
(if above not available - submit recent letter from employer stating the latest three months' gross income)
(Not more than 3 months from submission month)

Unemployed
1) CPF Transaction History
for last 12 months (up to month of submission)

2) Self-declaration Form
(Click here)

PLEASE REFER TO B1

FOREIGNER

STUDENT

Elementary, Secondary, High School Student
Student Card or Report Card

University Student
Student Card or Letter from School

Employed
3 months payslips
(if no payslips - submit recent letter from employer stating the latest three months' gross income)
(Not more than 3 months from submission month)

Unemployed
Self-declaration Form
(Click here)

ANY DOCUMENT NOT IN ENGLISH MUST BE PROVIDED WITH AN ENGLISH TRANSLATION

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PART C: OTHERS (IF APPLICABLE)



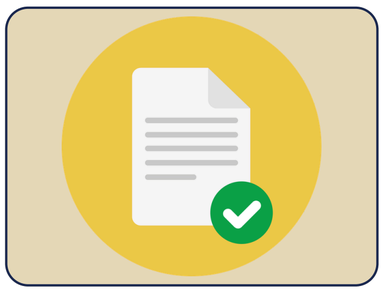
DIVORCE

Full Set of Divorce/ Separation Agreement (including child custody)



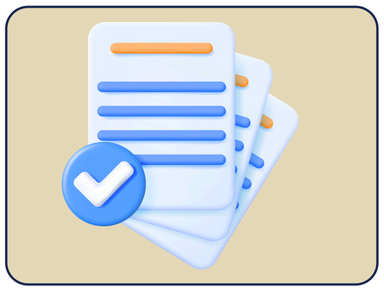
RENTAL

Rental Agreement
(stating rental amount and lease period)



EXTERNAL SCHOLARSHIP/ AWARD/ BURSARY HELD CURRENTLY

1) Document regarding external financial award
2) Approval from existing external sponsor/ donor to hold external scholarship/ award/ bursary and other financial award concurrently



FOR FOREIGNERS

SINGAPORE RESIDENTIAL PROOF

Any official document that has your name and address in Singapore
(e.g. bank statement, rental agreement)

ANY DOCUMENT NOT IN ENGLISH MUST BE PROVIDED WITH AN ENGLISH TRANSLATION

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DEFINITION AND COMPUTATION OF GROSS MONTHLY HOUSEHOLD PER CAPITA INCOME

GROSS MONTHLY PER CAPITA INCOME (PCI) :

Total gross monthly income of family members

÷

Total number of family members staying with you



Gross income

=



Average of 3 months gross income

(ALL DOCUMENTS TO BE OF SAME COMPUTATION MONTH)

+



Other income sources.
E.g. monthly property rental

*Bonus/additional wage (E.g. 13-month bonus, performance bonus) if received during the 3 months computation period would be included as 1–12 (to derive the monthly average).

Excluded are payments-in-kind, reimbursement for transport and other expenses, and National Service (NS) allowances earned by NS men, as well as alimony or maintenance allowance/contributions from divorced/separated parent.

INCLUDES INCOME FROM FULL-TIME AND PART-TIME STUDENTS (APPLICANTS INCLUDED)

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IMPORTANT INFORMATION



Your file contains sensitive information. If you find yourself having to submit additional documents via email to CSFA after your application submission, remember to encrypt your file.

Create your password using the format as per the sample below:

APPLICATION NUMBER	BUR-IS202701234 [last 4 digits] BUR-ADM202701234 [last 4 digits]
DATE OF BIRTH	15/08/2000 [DDMM]
PASSWORD	FA@12341508

- **YOU DO NOT HAVE TO NOTIFY CSFA YOUR PASSWORD TO OPEN YOUR FILE SUBMITTED VIA EMAIL.**
- **YOU DO NOT HAVE TO ENCRYPT YOUR FILE IF YOU USE THE UPLOAD FEATURE UPON APPLICATION SUBMISSION.**

Last updated: 20 November 2026