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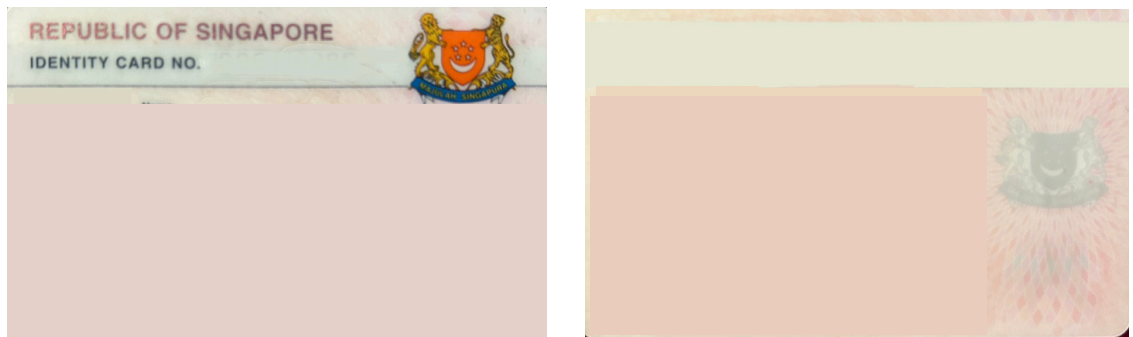
IMPORTANT INFORMATION

08

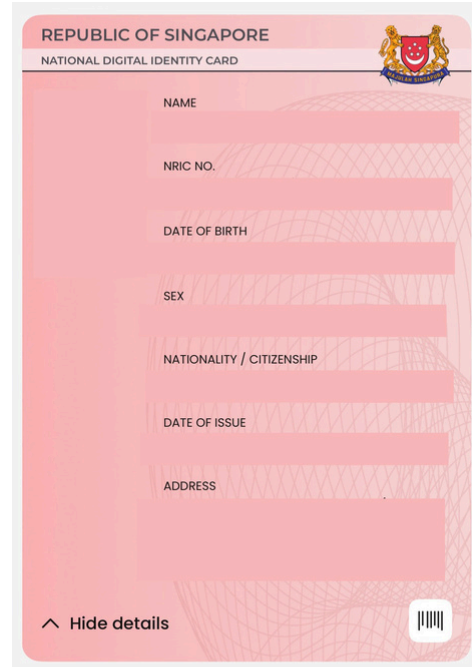
**DEFINITION AND COMPUTATION OF GROSS
MONTHLY HOUSEHOLD PER CAPITA INCOME**

PART A1 & A2 : NATIONAL IDENTITY CARD

SINGAPOREAN/SPR



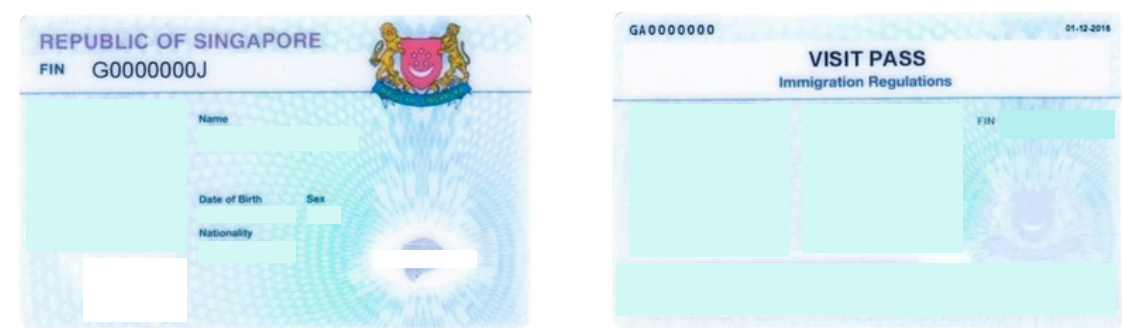
NRIC Front and Back
(with updated residence)



OR
Digital IC with residence shown
(Accessible from Singpass)

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

LTVP LONG TERM VISIT PASS



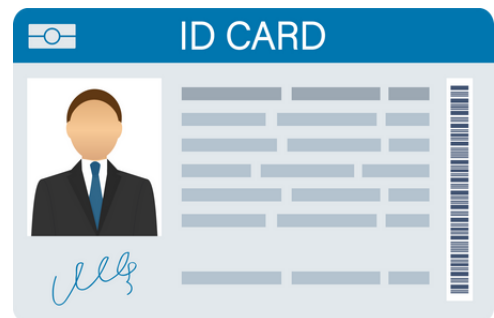
LTVP (Front and Back)



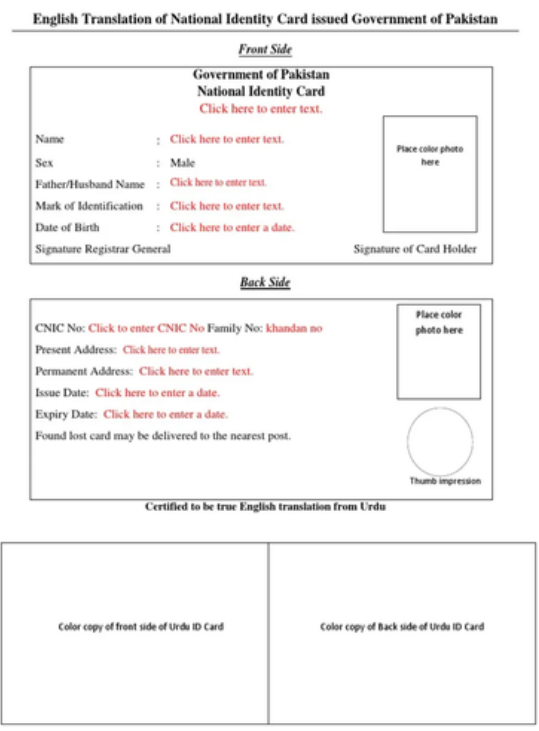
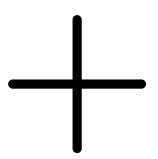
OR
Digital LTVP
(issued from Feb 2023)

+
Residential Evidence
(e.g., Most recent
phone/medical bill)

FOREIGN CITIZEN



Government issued ID
Birth Certificate if no National Identity Card



English Translation



Excluding Passport

[USER GUIDE CLICK HERE](#)

PART B1: EMPLOYMENT DOCUMENTS (EG. PAYSALIP ETC.)

ALL DOCUMENTS TO BE OF SAME COMPUTATION MONTH



3 MONTHS PAYSALIPS

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

(not more than 3 months from month of submission) *exclude submission month

OR



IF PAYSALIP IS NOT AVAILABLE

FOR SINGAPOREAN/SPR

- 1) Latest available Notice of Assessment (NOA)
If 2025 is not available, submit 2024
- 2) CPF Transaction History for last 12 months
(up to the month of submission)

do not crop the pages

FOR FOREIGNER

Latest available Tax Assessment
If 2025 is not available, submit 2024

do not crop the pages

OR

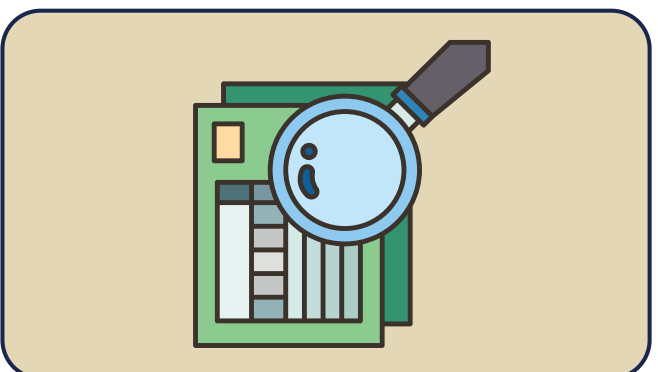


IF PAYSALIP AND NOA / TAX ASSESSMENT ARE NOT AVAILABLE

Recent letter from employer stating current gross monthly income

Employer letter is not more than 6 months from submission month

OR



FOR SINGAPOREAN/SPR

IF THE ABOVE ARE NOT AVAILABLE

- 1) CPF Transaction History for last 12 months (up to the month of submission)
- 2) Employment/Income Declaration Statement
([Click here](#))

Download all the pages

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

[USER GUIDE CLICK HERE](#)

PART B3: SELF-EMPLOYED

SINGAPOREAN AND SPR

LATEST AVAILABLE NOTICE OF ASSESSMENT (NOA)

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

If 2025 is not available, submit 2024

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) [Employment/Income Declaration Statement \(Click here\)](#)

FOREIGNER

LATEST AVAILABLE TAX ASSESSMENT

If 2025 is not available, submit 2024

do not crop the pages

IF NO LATEST AVAILABLE TAX ASSESSMENT / EXEMPTED FROM FILING:

To provide:
[Employment/Income Declaration Statement \(Click here\)](#)

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

[USER GUIDE CLICK HERE](#)

PART B4 – UNEMPLOYED, HOUSEWIFE OR RETIREE

UNEMPLOYED / HOUSEWIFE / RETIRED



EMPLOYMENT DECLARATION STATEMENT [CLICK HERE]

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

Upon form submission, download the 2-page document and upload it in your application form



FOR SINGAPOREAN/SPR

CPF TRANSACTION HISTORY

For last 12 months (up to month of submission)



DECLARANT TO SUBMIT RESIGNATION LETTER OR PENSION LETTER (IF APPLICABLE)

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

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PART B5: SIBLING

SINGAPOREAN AND SPR

NSF

SAF Identity Card (11B) or Enlistment Notice

FULL-TIME STUDENT

Student Pass or Concession Card (EZ-link)

For Private Student and Prospective student

Proof of Admission Acceptance
(showing full-time programme status)

PART-TIME STUDENT

Employed

- 1) Proof of Admission Acceptance
- 2) 3 months payslip (refer to Part B1)
(if no payslip - submit NOA)
(if above not available - Employer Letter)

Unemployed

- 1) Proof of Admission Acceptance
- 2) CPF Transaction History
for last 12 months (up to month of submission)
- 3) Employment/Income Declaration Statement
([Click here](#))

FOREIGNER

FULL-TIME STUDENT

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

University Student

Proof of Admission Acceptance
(showing full-time programme status)

PART-TIME STUDENT

Employed

- 1) Proof of Admission Acceptance
- 2) 3 months payslip (refer to Part B1)
(if no payslip - submit Tax Assessment)
(if above not available - Employer Letter)

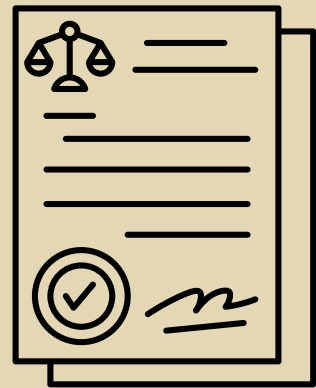
Unemployed

- 1) Proof of Admission Acceptance
- 2) Employment/Income Declaration Statement
([Click here](#))

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PART C: OTHERS (IF APPLICABLE)



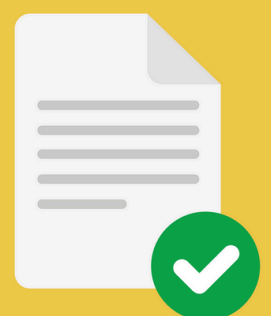
DIVORCE

Divorce/Separation Agreement
(Applicant <21 years old, to include 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 FOREIGNER

SINGAPORE RESIDENTIAL PROOF

Any official document that has your name and address in Singapore

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:

	FOR PROSPECTIVE APPLICANTS	FOR MATRICULATED SMU STUDENTS
APPLICATION REFERENCE	BUR-ADM202501234 [last 4 digits]	BUR202501234 [last 4 digits]
DATE OF BIRTH	15/08/2000 [DDMM]	15/08/2000 [DDMM]
PASSWORD	FA@12341508	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.

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.

[CLICK HERE FOR USER GUIDE TO DOWNLOAD](#)

- CPF Transaction History for the last 12 months (up to month of submission)
- Latest Available Notice of Assessment (NOA)