INSTRUCTIONS & CONDITIONS

Please read these instructions and conditions carefully before completing the attached application form.

Introduction: The Overseas Student Exchange Programme (SEP) Loan is available to NUS Exchange Students. The loan provides up to a maximum of $3,000 per semester and is interest free for the full duration of the loan (inclusive of the repayment period). The quantum of the loan is subject to the assessed Per Capita Income (PCI) which is based on the monthly household gross income.

Information on this loan is available on the Office of Financial Aid website: www.nus.edu.sg/financialaid.

Eligibility: Undergraduate students who are selected to embark on SEP at an overseas Partner University for 1 or 2 semesters may apply. Recipients of the Undergraduate Scholarship for PRC Students, SIA-NOL Undergraduate Scholarship, Sembcorp Industries Undergraduate Scholarship and Science & Technology Undergraduate Scholarship are NOT eligible to apply for this loan.

Application Form: Applicant must:

a) Complete all items on the computer-write enabled form (use the 'tab', 'cursor' or 'mouse' to move to the next item)

b) Print this form. (Alternatively, you may print this form and write in BLOCK LETTERS.)

c) Provide all details requested for in the Form.

d) Write "N.A." if any of the items in the form is not applicable to you.

e) Sign and date the Application Form otherwise the application will be considered incomplete.

Supporting Documents: Applicant must:

a) Submit a photocopied version of the following documents, where applicable:

<table>
<thead>
<tr>
<th>Document:</th>
<th>Compulsory in respect of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. IR8A Form or latest income tax assessment</td>
<td>All employed (including self-employed) family member(s)</td>
</tr>
<tr>
<td>2. Latest salary slip</td>
<td>Employed (excluding self-employed) family member(s)</td>
</tr>
<tr>
<td>3. Letter from employer stating gross monthly salary or Declaration Form A1 (attached)</td>
<td>Employed (excluding self-employed) family member(s) who are not able to produce documents in (2) and (3)</td>
</tr>
<tr>
<td>4. Retrenchment letter stating benefits and/or retrenchment payout</td>
<td>Retrenched family member(s)</td>
</tr>
<tr>
<td>5. Latest IR8A Form or income tax assessment and CPF statement or pension document</td>
<td>Retired family member(s)</td>
</tr>
<tr>
<td>6. Last drawn salary slip or letter from former employer or Declaration Form A2 (attached)</td>
<td>- Retired family member(s); and/or - Unemployed family member(s)</td>
</tr>
<tr>
<td>7. Notice of bankruptcy</td>
<td>Family member(s) declaring bankruptcy</td>
</tr>
</tbody>
</table>

b) Provide a letter explaining how the family manages without income, if zero income is declared.

c) Attach a copy of the offer letter from the Partner University.

d) Submit English translated supporting documents if the originals are not in English.

e) Write your name and student number on the top-right hand corner of every supporting document.

Submission and Due Date: The Application Form and supporting documents must be submitted to the Office of Financial Aid at University Town, 2 College Avenue West, #01-03 (Stephen Riady Centre), Singapore 138607 at least 3 weeks before departure for SEP. Funds would only be disbursed to students 1 week before the start of SEP.

Incomplete or Incorrect Applications: Incomplete application form (where the required information, fact or document is not provided or wilfully suppressed) or inaccurate information reported will cause delay in the processing of the loan application.
Guarantor: The successful applicant must provide a guarantor for the loan. The guarantor must be:
(a) A Singapore citizen or permanent resident
(b) At least 21 years of age and not a bankrupt
(c) Employed on a full-time basis
(d) Not a party (borrower/guarantor) to any loan agreement

An NUS student who satisfies conditions (a), (b) and (d) may act as a guarantor if he/she is not in receipt of a scholarship or such other award which requires him/her to serve a bond.

Loan Agreement: Upon successful application, the SEP student and guarantor must sign a loan agreement at the Student Service Centre.

Alternative arrangements may be made with the Student Service Centre; however, all resultant costs must be borne by the applicant.

Enquiries: For clarifications, please contact the following staff:
Ms Julia Ng Jai Bee
financialaid@nus.edu.sg
Tel: [65] 6516-2870

Ms Lim Jie Wen
financialaid@nus.edu.sg
Tel: [65] 6516-2870
# APPLICATION FORM

Please read the preceding instructions and conditions carefully before completing this Application Form.

## Duration:
Semester/s * 1 / 2 / 1 and 2 * of 201__

## Exchange Level:
University-Wide / Faculty-Level *

Summer Programme (YES/NO)*

## Assigned SEP Partner University:

### 1. Personal Particulars:

<table>
<thead>
<tr>
<th>(a) Name:</th>
<th>(b) Date of birth:</th>
<th>(c) Sex: <em>Male / Female</em></th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>(d) Nationality:</th>
<th>(e) Passport/ID No:</th>
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<table>
<thead>
<tr>
<th>(f) Mailing Address:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>(g) Home Tel. No:</th>
<th>(h) Mobile No:</th>
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</table>

## 2. Academic Particulars:

<table>
<thead>
<tr>
<th>(a) Student No:</th>
<th>(b) Year:</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>(c) <em>Faculty/School</em> of</th>
<th>(d) Email:</th>
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</thead>
<tbody>
<tr>
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</table>

## 3. Family members (viz. parents, siblings, spouse, etc.) and monthly gross income:

*Applicant with no employed family member(s) must provide a letter explaining how the family manages without income.*

<table>
<thead>
<tr>
<th>Name (Age)</th>
<th>Relationship (e.g. father, sister, etc.)</th>
<th>Staying with student</th>
<th>Occupation</th>
<th>Monthly gross income ($)</th>
<th>Contribution to family (for family members not staying with applicant)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><em>Yes/No</em></td>
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<td><em>Yes/No</em></td>
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<td><em>Yes/No</em></td>
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<td><em>Yes/No</em></td>
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<td><em>Yes/No</em></td>
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<td><em>Yes/No</em></td>
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</tr>
</tbody>
</table>

Total:

## 4. Declaration

- I accept the conditions of the Overseas SEP Loan.
- I declare that the information and facts provided in this application form are complete and correct and I have not wilfully suppressed any material information or fact.
- I declare that I am not a recipient of the Undergraduate Scholarship for PRC Students, SIA-NOL Undergraduate Scholarship, Sembcorp Industries Undergraduate Scholarship or Science & Technology Undergraduate Scholarship.

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Signature: __________________________

Date: __________________________

*delete where applicable

*Delete whichever is inapplicable

OAMLJW (SEPLoan) Edition: 26 June 2014
DECLARATION FORM A1

- This form is to be completed by self-employed or salaried* family member of the applicant
- All information must be clearly stated as required.
- This form must be submitted with other supporting documents (if applicable) upon completion of online financial aid application by the applicant/student.
- Incomplete form or late submission of form will affect the processing of the financial aid application.

Name of Applicant: _______________ Application/Student No.: __________

(A) INCOME INFORMATION OF SELF-EMPLOYED/SALARIED* FAMILY MEMBER

I, Mr / Mdm / Ms* ____________________________________________________________

Identity Card / Passport* No.: ________________________________________________

hereby declare I am working as __________________________________________(Full-Time / Part-Time *)

(please specify – e.g. taxi driver, tailor, stall holder)

and my total monthly / annual* salary is _______________________________________.

No conversion of currency is required

(B) BUSINESS (COMPANY/SHOP/STALL) INFORMATION (SELF-EMPLOYED ONLY)

Name of Business: __________________________________________________________

Business Telephone no.: ____________________________________________________

Business Address: __________________________________________________________

(C) INCOME TAX DOCUMENT STATUS (Please tick where applicable)

☐ I have attached the latest (1) income tax assessment document or (2) income tax submission to support the income declaration.

☐ I am unable to provide the above document(s) due to the following reason(s)**:

__________________________________________________________

(D) DECLARATION

I confirm that all the information stated in this form is true and I have not willfully suppressed or misrepresented any material fact pertaining to this confirmation.

Witnessed by: _____________________________________________________________

(Name of Government Official/Notary Public/Lawyer/Commission of Oaths)**

(Signature of family member) (Signature) (Official Stamp)

(Date) (Date)

* working family members who are unable to produce latest salary slip or recent letter from employer stating current gross monthly salary or latest income tax assessment stating income for the year

* delete where applicable

** Additional information required if you choose this option:
- For International applicants - Signature and stamp of a government official/Notary Public/Lawyer/Commission of Oaths in home country
- For SPR applicants - Signature and stamp of a government official/Notary Public/Lawyer/Commission of Oaths in home country

Original copy accepted only

Office of Admissions (Attn: Office of Financial Aid)
National University of Singapore, University Town
2 College Avenue West, #01-03 (Stephen Riady Centre), Singapore 138607
Tel: (65) 65162870 Fax: (65) 67744021
Email: financialaid@nus.edu.sg

OFA-FormA1-04a/13
DECLARATION FORM A2

- This form is to be completed by unemployed/retired family member of the applicant.
- All information must be clearly stated as required.
- This form must be submitted with other supporting documents (if applicable) upon completion of online financial aid application by the applicant/student.
- Incomplete form or late submission of form will affect the processing of the financial aid application.

Name of Applicant: ________________________________  Application / Student No.: ________________

(A) EMPLOYMENT HISTORY OF HOUSEWIFE / UNEMPLOYED / RETIRED FAMILY MEMBER

I, Mr / Mdm / Ms / Miss / Dr* ____________________________________________
Identity / Passport* No.: ___________________________ hereby confirm the following:

a) I am currently unemployed / a retiree / a housewife *.

b) I have never been employed / I was an employee / I was self-employed *.

c) My previous employer / business name* was ____________________________
(Write "N.A" if you have never been employed)

d) My previous job designation was ____________________________
(Write "N.A" if you have never been employed)  (e.g. Director, Manager, Technician, etc)

e) My last earned monthly income was ____________________________
(Write "N.A" if you have never been employed)  (In Singapore Dollars)

f) My last earned income date was ____________________________
(Write "N.A" if you have never been employed)  (DD/MM/YYYY)

g) I intend / do not intend* to seek employment.
   If you do not intend to seek employment, please indicate reason(s) below:
   ________________________________________________________________
   ________________________________________________________________

(B) DECLARATION

- I confirm that all the information stated in this form is true and I have not willfully suppressed or misrepresented any material fact pertaining to this confirmation.

- I understand that any willful suppression of information will render me ineligible for consideration.

Signature: ________________________________  Date: __________________

*delete where applicable