USER GUIDE ON
BURSARY APPLICATION SYSTEM

A ## Financial Assistance (Bursaries) Application System

Apply online through MyNYP Portal > Financial Matters > Apply Financial Assistance and Awards > Bursaries

B ## File Upload System   `Upload Supporting Documents`

- MyNYP Portal > Financial Matters > Apply Financial Assistance and Awards > **File Upload System link**
- Alternatively, upload supporting documents using the link provided in the NYP email that you received after your online application
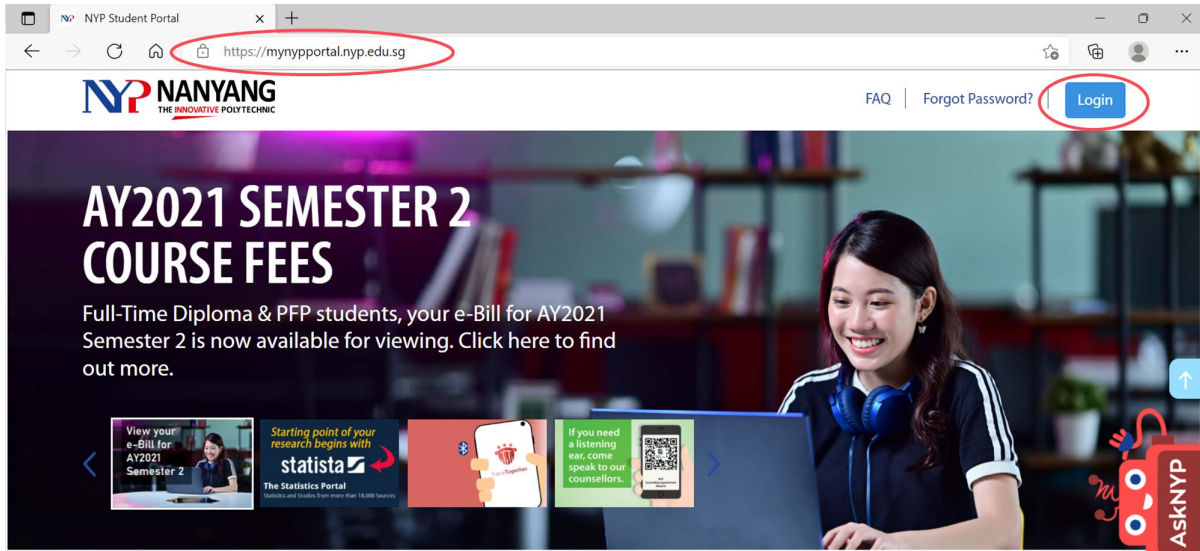
C ## Useful Links

Login to Financial Assistance (Bursaries) Application System

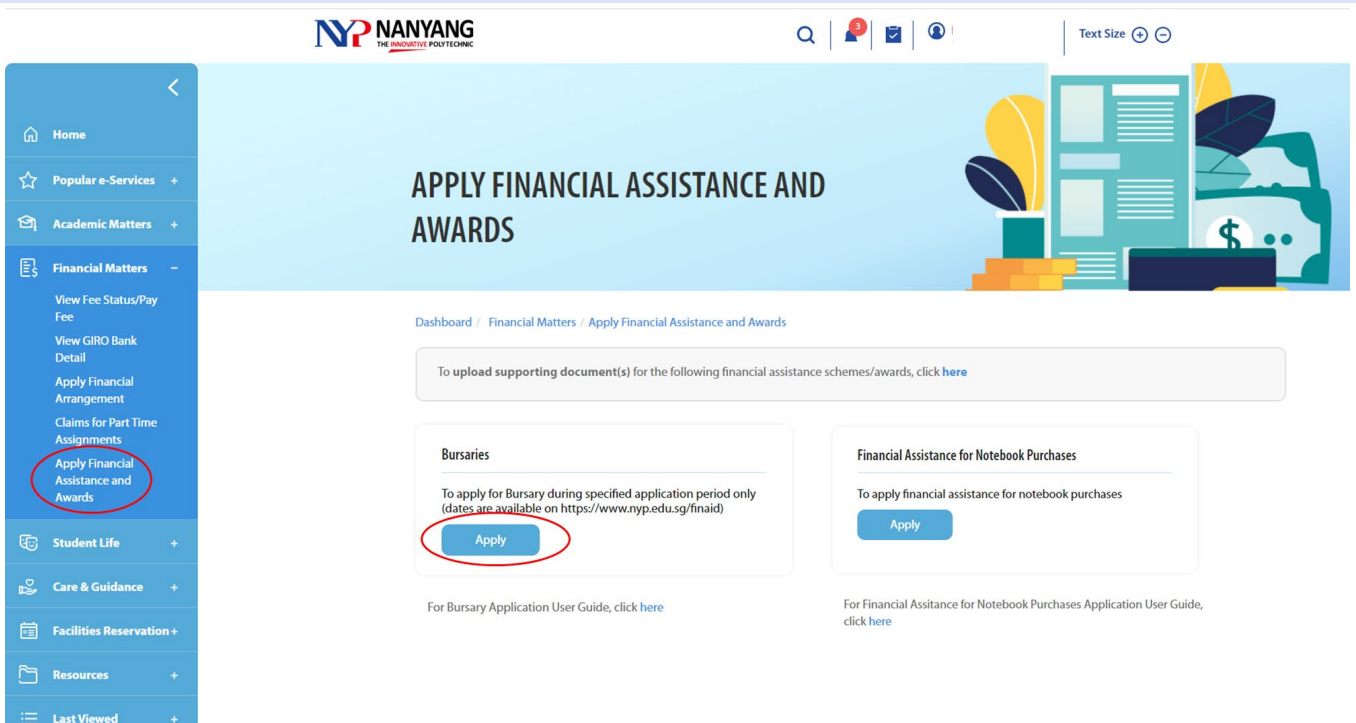## Login myNYP portal using your NYP Email and Password

Login ID: <admin number>@mymail.nyp.edu.sg *(e.g., 22****A@mymail.nyp.edu.sg)*
Password*: myNYP Portal Password
* If you forget your password, please reset it via this link or contact Student IT helpdesk or you may refer to MFA Setup Guide.

Click on Financial Matters > Apply Financial Assistance and Awards > Bursaries > Apply

Notes:
- For FAQs for Online Application (Bursaries), please click here.
- To upload supporting documents, click on the link to the File Upload System

Financial Assistance (Bursaries) Application System

a **Select Bursaries**

- **To apply** for bursary

- To make amendment to your bursary application (only if application status is "Application Submitted")

Application for:

- ○ Bursaries
- ○ Financial Assistance Scheme
- ○ Financial Assistance for Note
- ○ Enquiry

Application Procedures

This application will take 10 to 15 minutes of your time.

Important notes for full time learner: For bursary and financial assistance for overseas programme application, please note that you need to either have an existing GIRO arrangement with NYP (with "Approved" status) OR PayNow account (link to learner's NRIC) ready in order to receive the bursary disbursement promptly after you have been awarded the bursary.

Important notes for part time learner: For bursary application, please note that you need to have PayNow account (link to learner's NRIC) ready in order to receive the bursary disbursement promptly after you have been awarded the bursary.

Please ensure you have the following information and/or documents before proceeding with the application..

Document	Type	Contents
1	NRIC (Front & Back) or Other IDs of Student Applicant and Family Members	Please scan all NRICs (front & back), Passport, SAF11B, Birth certificates for those with no NRIC of your family in 1 single PDF file
2	Supporting Documents of Family Members	Please scan the following documents in 1 single PDF file : a) Income documents (payslips, CPF Contribution History, IRAS Notice of Assessment, employer's letter - for newly employed) of family membersb b) Student card of siblings who are full-time students
3	Other Documents (e.g.: divorce certificate, death certificate, certification of medical condition and self declaration letter)	Please scan the other documents (if any) in 1 single PDF file.

Remember to click *Submit* after completing the online form. You will receive an acknowledgement number in an email sent to your NYP email inbox.

Please upload all scanned supporting documents within FIVE days after online application.
Please note that uploading the supporting documents alone does not constitute an application, if online application has not been submitted.

1 Personal Particulars

Review your personal particular

APPLY FOR BURSARIES

1 Personal Particulars   2 Family Details   3 Other Details   4 Review and Confirm
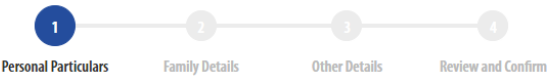
* denotes compulsory for entry

Personal Particulars

Please review and update your contact details below if there are any changes.

Academic Year	**Exercise**
2020	6
Admission No.	**NRIC (local & S'pore PR) / Passport No. (if foreigner)**
170027S	IDNOOF170027S

Name	**Course**
NAME OF 170027S	DIPLOMA IN GAME DEVELOPMENT & TECHNOLOGY

Contact No.

Home Number	**Mobile Number**
TERM TEL OF 170027S	HANDPHONE OF 170027S
Marital Status *	**Dialect Group ***

Housing Type *

1a   Select your '**Marital Status**', '**Dialect Group**' and **Housing Type** from dropdown list

Residential Address

Block / House No. & Street Name	**Unit No.**
TERM ADDR1 OF 170027S	TERM ADDR2 OF 170027S
Building Name	**State / Province**
TERM ADDR3 OF 170027S	
Country	**Postal Code**
SG	123456

NOTES:
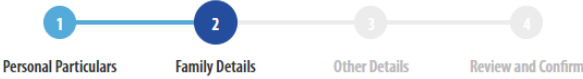Please click on [icon] for explanation/definition of term.

For Gross Monthly Income, Monthly Contribution or Child Support boxes, <u>DO NOT</u> put the dollar sign ($) before the amount and comma (,) in the value. There is no need to put 'NIL' or 'N.A.' for boxes that are not relevant to you. Leave them blank; do not enter any information.

Please update any change to your personal particulars after submitting this application with i@Central or through myNYP Portal> Personal Information> Update Particulars.

Save as Draft	Delete Application		Previous	Next

2 Family Details

APPLY FOR BURSARY

1 — 2 — 3 — 4
Personal Particulars — Family Details — Other Details — Review and Confirm

* denotes compulsory for entry

Family Details

Do not include yourself. List ONLY your immediate family members regardless if they are living with you, and non-immediate family members who are living with you . For International Students, list family members living in the household you would live in if you were in your home country.

Father

Status *

Living in the same household

NRIC / FIN / Passport No. (if foreigner) (eg. S1234567A)

S1234567A

Name

Name of Father

Occupation

EMPLOYED

Gross Monthly Income S$ (e.g. 1500) ❓

1800.50

2a — **Parents details are compulsory.**

For NRIC field the **NRIC Format** MUST be (e.g. S1234567A) Please ensure that is no additional space in your input.

2b — For Gross Monthly Income S$ and Other Income S$, the value **MUST be Numeric** (e.g. 1500).
The system Does NOT accept symbolic character or alphabet (e.g. $, -' NA, NIL, No)

Mother

Status *

Living in the same household

NRIC / FIN / Passport No. (if foreigner) (eg. S1234...

S1234567A

Date of Birth (dd-mon-yyyy)

e.g. 20-Jan-2000

Occupation

UNEMPLOYED

Gross Monthly Income S$ (e.g. 1500) ❓

Other Income (eg. rental income) S$

Remarks (Reason if occupation status is Unemployed / Self-employed)

Housewife

2c — For **Occupation (Employed / Unemployed / Self-employed)**, key in details in the **"Remarks"** field:
- **if unemployed**, state reason (eg Home maker, retrenched from company ABC on DDMMYY)
- **if employed/self-employed**, state job title and company name

2d — **Click on 'Add' button**
- To include siblings and non-immediate family members staying in the same household.

➕ Add Siblings / Relatives

Delete Application — Previous — Next

Pg 5

3 Other Details

APPLY FOR BURSARY

① Personal Particulars — ② Family Details — ③ Other Details — ④ Review and Confirm

* denotes compulsory for entry

Scholarship / Sponsorship

I am applying / receiving **external** scholarship or sponsorship in the current academic year.
*

○ No ● Yes

Please specify and submit information on the scholarship/sponsorship

Name of scholarship / sponsorship

[   ]

Please indicate the type of Scholarship/Sponsorship you received.

☑ Tuition Fees
☑ Living Allowance S$

[   ] | -Please Select-
                       | Monthly
                       | Annual
                       | One-off

☑ Others. Please specify

[   ]

⊕ **Add Scholarship / Sponsorship**

Other Details

☐ Charged in a court of law in any country

Remarks

[   ]

3a

Select '**No**' if you are not applying / receiving an **external** scholarship or sponsorship

Select '**Yes**' if you are applying or in receipt of an **external** scholarship/sponsorship/bursary/study grant.

Enter details of the Scholarship/Sponsorship

*Note: R*ecipient of full scholarship (cover tuition fees and allowance) or sponsorship in the <u>same academic</u> year is not eligible for bursary.

[Delete Application]   [Previous] [Next]

4 Review Details

APPLY FOR BURSARIES

① Personal Particulars — ② Family Details — ③ Other Details — ④ Review and Confirm
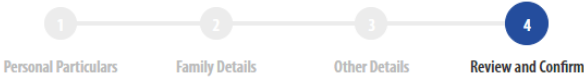
* denotes compulsory for entry

Confirm your Financial Assistance Application Details

Please check the details of your Financial Assistance Application and submit.

Print

4a Click '**Print**' to save a copy of your application

Personal Particulars

Student Name	Admission No.
NAME OF 136009H	136009H

Address

TERM ADDR1 OF 136009H
TERM ADDR2 OF 136009H
TERM ADDR3 OF 136009H

SINGAPORE123456

Contact No. (Tel)	Contact No. (Mobile)
TERM TEL OF 136009H	HANDPHONE OF 136009H

Marital Status	Dialect Group
Single	Hakka

Housing Type

HDB 3-Room

4b Read the '**Declaration**' and Click on the '**Checkbox**' to verify that the information are true and correct.

E-sign for **Student** and **Parent/Guardian**.
If you are not ready to e-sign, system will save the last saved version as a draft. You will be able to e-sign on a later date.

Click '**Confirm**' to submit the application.

Declaration

☐ *

I declare that all information and declarations provided by me correct and true. I acknowledge, understand, and accept that i application or in any supporting document is found to be false
(i) any offer of financial aid offered pursuant to this application
(ii) NYP shall be entitled to recover from me any amount of financial aid disbursed pursuant to this application as a debt immediately due and payable on demand; and
(iii) I may be subject to disciplinary proceedings or any disciplinary actions as decided NYP.

By submitting this application, I give my consent to NYP to collect, use, share and disclose my particulars and submitted data, where applicable, to donors and government agencies for the purpose of financial assistance and statistics.

Signature of Student * :

[signature box]

Clear Signature

Signature of Parent/Guardian * :

[signature box]

Clear Signature

Edit   Confirm

5 Acknowledgement

An **Acknowledgment Email** will be sent to your NYP Email with the link for uploading the supporting document

If you are not ready to upload your supporting documents now, please come back within FIVE days to upload all your supporting documents.

You can also upload supporting documents via myNYP Portal > Financial Matters > Apply Financial Assistance and Awards > **Click on the link to File Upload System**

Enquiry on Application Status

The **Financial Assistance Application (Bursary)** will appear on **myNYP Portal > "My Dashboard"** only if *you have successfully submitted your bursary online application.*
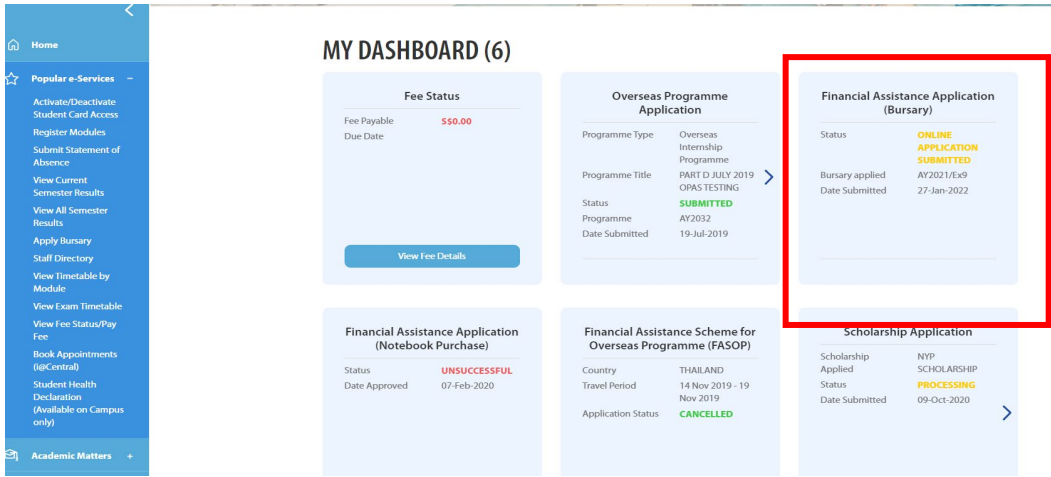
Click on '**Enquiry**' to check your **A**pplication Status.

Note: *The "Enquiry" function will only be applicable if you have successfully submitted your bursary application.*

APPLY FOR FINANCIAL ASSISTANCE

Application Status	What it means
Application submitted	Your bursary application is pending for processing. Amendment is allowed.
Processing	Your application is being reviewed. Please ensure that you have submitted all the required supporting documents. No amendment is allowed.
Documents received. Application processing	Your application has been processed. No amendment is allowed.
Approved	Your application has been approved. Bursary will be disbursed via GIRO or PayNow. Please refer to your email for disbursement details.
Unsuccessful	Your application has been rejected.

Common Validation Errors

Error Message	What it means
This is a compulsory field, Please input a value	Go to the field e.g. Parent's Age, Parent's remarks and etc. to input the required information.
Parents' Remarks is a compulsory field, please enter a value	Go to Step 2. the Parents' remark field (see pg. 6) to input the required information. For **Occupation (Unemployed / Self-employed)** In the "**Remarks**" field: • if **unemployed**, state reason (eg Home maker, retrenched from company ABC on DDMMYY) • if **employed/self-employed**, state job title and company name
Value $1500 is not accepted by the system. The input MUST be Numeric ONLY without symbol/text (e.g. 1500).	For Gross Income S$ and Other Income S$, the value MUST be Numeric (e.g. 1500). Go to the Parents' remark field (Step 2 – pg. 6) to input the required information. *The system Do NOT accept symbolic character or alphabet (e.g. $, -' NA, NIL, No)*
NRIC validation failed	Go to Step 2. **NRIC field (pg. 2)** the **NRIC Format** MUST be (e.g. S1234567A). *Please ensure that is no additional space in your input.*

Notes:
If you need assistance, please email bursary@nyp.edu.sg the **screenshot of the error message** and the **PDF copy of the application** (see pg 7).

For easier identification, please **label the email subject** with your **Student Admin Number**.

Login to File Upload System
To upload supporting documents

Login myNYP portal using your **NYP Email** and **Password**
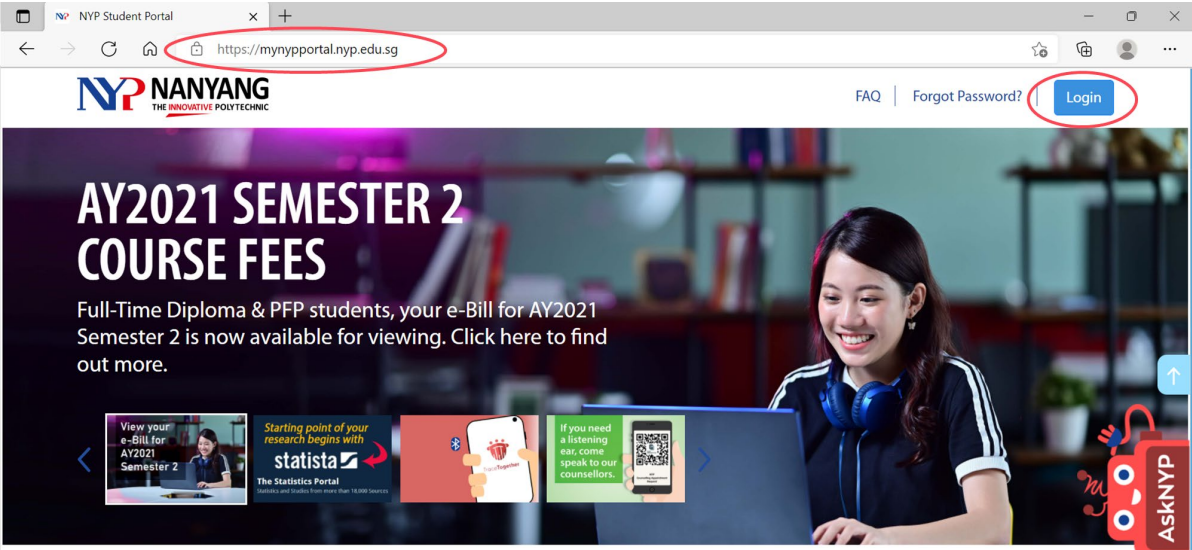
Click on Financial Matters > Apply Financial Assistance and Awards > Click on the link to **File Upload System**

Notes:
- For FAQ on Gathering Supporting Documents, Click here
- For FAQ on Uploading Supporting Documents, Click here

1 **Select 'Bursary/Financial Assistance for Notebook'**

Select the application type for uploading your supporting documents.

2 **Select 'Document Type'**

- ID Documents (front & back) or other IDs
- Income Documents
- Others (eg: Divorce, Death Certificate), if any

3 **Upload Document**
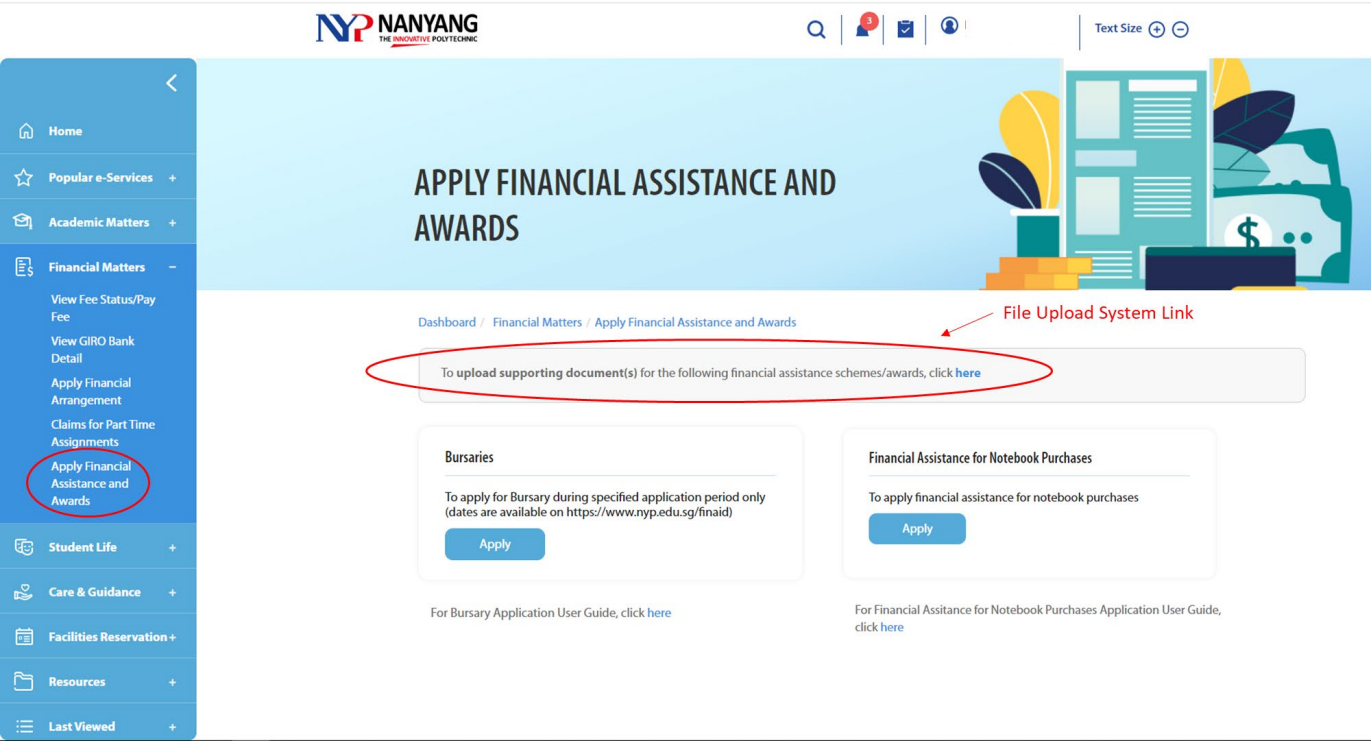
- 'Choose' the document (s) to upload from your computer.
- Click on "Upload" button to upload

4 **Confirm** document(s) is/are uploaded successfully

Step 1: Select the Application **('Bursary/Financial Assistance for Notebook')** you are uploading the supporting documents for

FILE UPLOAD

User Guide

Please note:

- File (s) uploaded will be renamed by the system
- You will not be able to delete or view the file (s) uploaded due to data privacy reasons

For assistance, please email us at nyp_scg@nyp.edu.sg

Upload For	Bursary/Financial Assistance for Notebook Purchase/FASOP	⌄
Select Document	- Please Select -	⌄

Please upload relevant supporting documents in gif, jpeg, png, doc, docx or pdf format. A maximum of 0 files in pdf format. File size cannot exceed 5 MB

+ Choose

Select the application you are uploading your documents for.

- **Bursary/Financial Assistance for Notebook**
- Scholarship

Step 2: Select the document type

FILE UPLOAD

Please note:

- File (s) uploaded will be renamed by the system
- You will not be able to delete or view the file (s) uploaded due to data privacy reasons

For assistance, please email us at nyp_scg@nyp.edu.sg

Upload For	Bursary/Financial Assistance for Notebook Purchase/FASOP ⌄
Select Document	- Please Select - ⌃

- Please Select -
Income Documents
NRIC (Front & Back) or Other IDs

Please upload rel... maximum of 0 files in pdf format.File size cannot exceed 5 MB

+ Choose

Drop a file here

Select the Document Type you are uploading your documents for.

- ID Document
- Income Document
- Other Document

Select Document Type	Contents
ID Document	Please scan all NRICs (front & back), Passport, SAF11B, Birth certificates for those with no NRIC of your family in 1 single PDF file
Income Document	Please scan the following documents in 1 single PDF file: a) Income documents (payslips, CPF Contribution History, IRAS Notice of Assessment, employer's letter - for newly employed) of family members b) Student card of siblings who are full-time students.
Other Document	Please scan the other documents (if any) in 1 single PDF file. E.g.: divorce certificate, death certificate, certification of medical condition and self declaration letter

Notes:
- Please refer to the Supporting Document Checklist for the required supporting documents to be uploaded.
- For FAQ on Gathering of Documents, Click here

Step 3. Upload your documents

FILE UPLOAD

Upload For	Bursary/Financial Assistance for Notebook Purchase/FASOP
Select Document	Income Documents

Please upload relevant supporting documents in gif, jpeg, png, doc, docx or pdf format. A maximum of 12 files in pdf format.File size cannot exceed 1 MB

Files uploaded

14/01/2021 151901 - 170789B-FAAS-NRIC-20210114151901-55

+ Choose   Upload   Cancel

Drop a file here

> Click on "**Choose**" button
> to select the file (s) to upload

FILE UPLOAD

Upload For	Bursary/Financial Assistance for Notebook Purchase/FASOP
Select Document	Income Documents

Please upload relevant supporting documents in gif, jpeg, png, doc, docx or pdf format. A maximum of 12 files in pdf format.File size cannot exceed 1 MB

Files uploaded

14/01/2021 151901 - 170789B-FAAS-NRIC-20210114151901-55

+ Choose   ♪ Upload   ⊘ Cancel

Drop a file here

Doc1.docx   13.2 KB   [_____]   ✕

> Click on "**Upload**" button
> to upload

Please note these requirements to avoid error in file upload.
- All documents must be clear for viewing (all text must be sharp and legible), without truncation of any part of the original document and in full view.
- All documents to bear details of family members e.g., Name, NRIC, Signature, Date (as appropriate).
- Document are not password protected or encrypted
- File Format ZIP are NOT accepted by the system.
- File size cannot exceed 3MB.

Step 4: Confirm our document(s) is/are uploaded successfully

FILE UPLOAD

| Upload For | Bursary/Financial Assistance for Notebook Purchase/FASOP | ⌄ |
| Select Document | NRIC (Front & Back) or Other IDs | ⌄ |

Please upload relevant supporting documents in gif, jpeg, png, doc, docx or pdf format. A maximum of 12 files in pdf format.File size cannot exceed 1 MB

Files uploaded

14/01/2021 151901 - 170789B-FAAS-NRIC-20210114151901-55

+ Choose ⅉ Upload
⊙ Cancel

Drop a file here

ⓘ **File Uploaded Successfully Doc1.docx - Uploaded FileName : 170789B-FAAS-NRIC-20210125121311-42** ✕

Ensure that you see this BLUE message box to confirm that your files are uploaded

| Upload For | Bursary/Financial Assistance for Notebook Purchase/FASOP | ⌄ |
| Select Document | Income Documents | ⌄ |

Please upload relevant supporting documents in gif, jpeg, png, doc, docx or pdf format. A maximum of 12 files in pdf format.File size cannot exceed 1 MB

Files uploaded

25/01/2021 111211 - 170789B-FAAS-INCOME-20210125111211-16
25/01/2021 111211 - 170789B-FAAS-INCOME-20210125111211-87
25/01/2021 111107 - 170789B-FAAS-INCOME-20210125111106-98
14/01/2021 151835 - 170789B-FAAS-INCOME-20210114151835-30

List of files successfully uploaded

+ Choose ⅉ Upload ⊙ Cancel

Drop a file here

Notes:
- An email acknowledgement will be sent to your NYP email account upon the first document upload for the day.
- The document(s) you have uploaded will be listed (see screenshot above)
    - File(s) uploaded will be renamed by the system
    - You will not be able to delete or view the file (s) uploaded due to data privacy reasons

Useful links

NYP Financial Assistance Information
www.nyp.edu.sg/finaid

Bursary Online Application
https://nypeservices.nyp.edu.sg/FAAS/loginservlet

File Upload System
https://nypeservices.nyp.edu.sg/studFileUpld/loginservlet

Checklist of Supporting documents
https://for.edu.sg/nyp-bursarydocchecklist

FAQs for Online Application (Bursaries)
FAQ on Gathering Supporting Documents
FAQs on Upload of Supporting Documents
https://for.edu.sg/nyp-bursaryfaq

For technical issue, please email bursary@nyp.edu.sg with the following information.
I.   Name and Admin No.
II.   screenshot of the error message