

# 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



1	Login to Financial Assistance (Bursaries) Application System	<a href="#">Pg 2</a>
2	Enter Application Details	<a href="#">Pg 3</a>
	1. Personal Particulars	<a href="#">Pg 4</a>
	2. Family Details	<a href="#">Pg 5</a>
	3. Other Details	<a href="#">Pg 6</a>
	4. Review Details	<a href="#">Pg 7</a>
	5. Acknowledgement	<a href="#">Pg 8</a>
3	Enquiry on Application Status	<a href="#">Pg 9</a>
4	Common Validation Errors	<a href="#">Pg 10</a>

## 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

1	Login to File Upload System	<a href="#">Pg 11</a>
2	Key Steps to Upload Supporting Documents	<a href="#">Pg 12</a>
	1. Select 'Bursary/Financial Assistance for Notebook'	<a href="#">Pg 12</a>
	2. Select 'Document Type'	<a href="#">Pg 13</a>
	3. Upload Document	<a href="#">Pg 14</a>
	4. Confirm document(s) is/are uploaded successfully	<a href="#">Pg 15</a>

## C Useful Links

1	Financial Assistance Information & FAQs links	<a href="#">Pg 16</a>
---	---	-----------------------

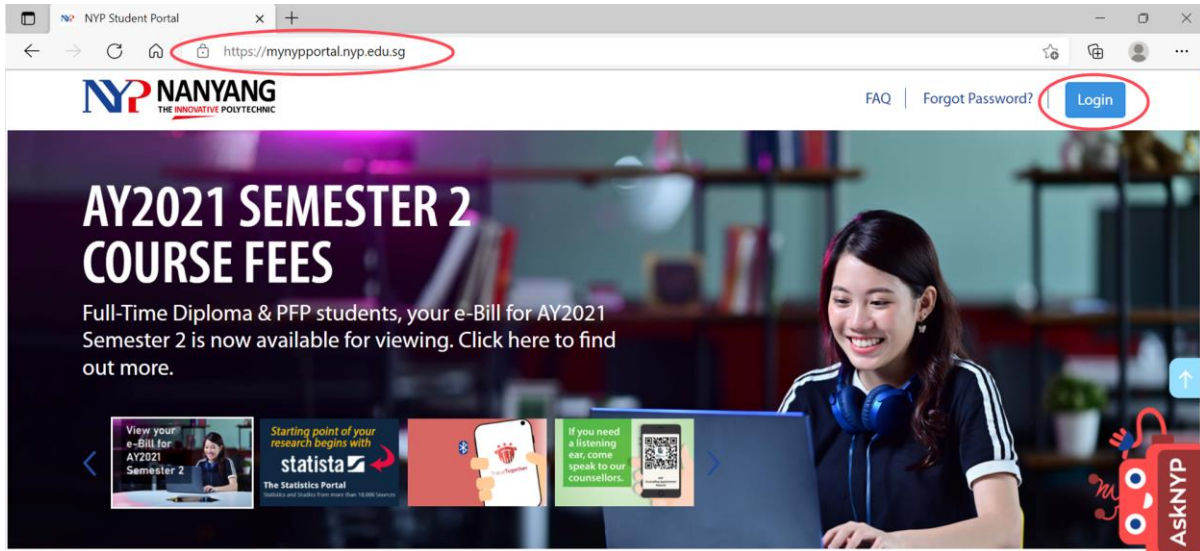
# Login to Financial Assistance (Bursaries) Application System

## Login myNYP portal using your NYP Email and Password

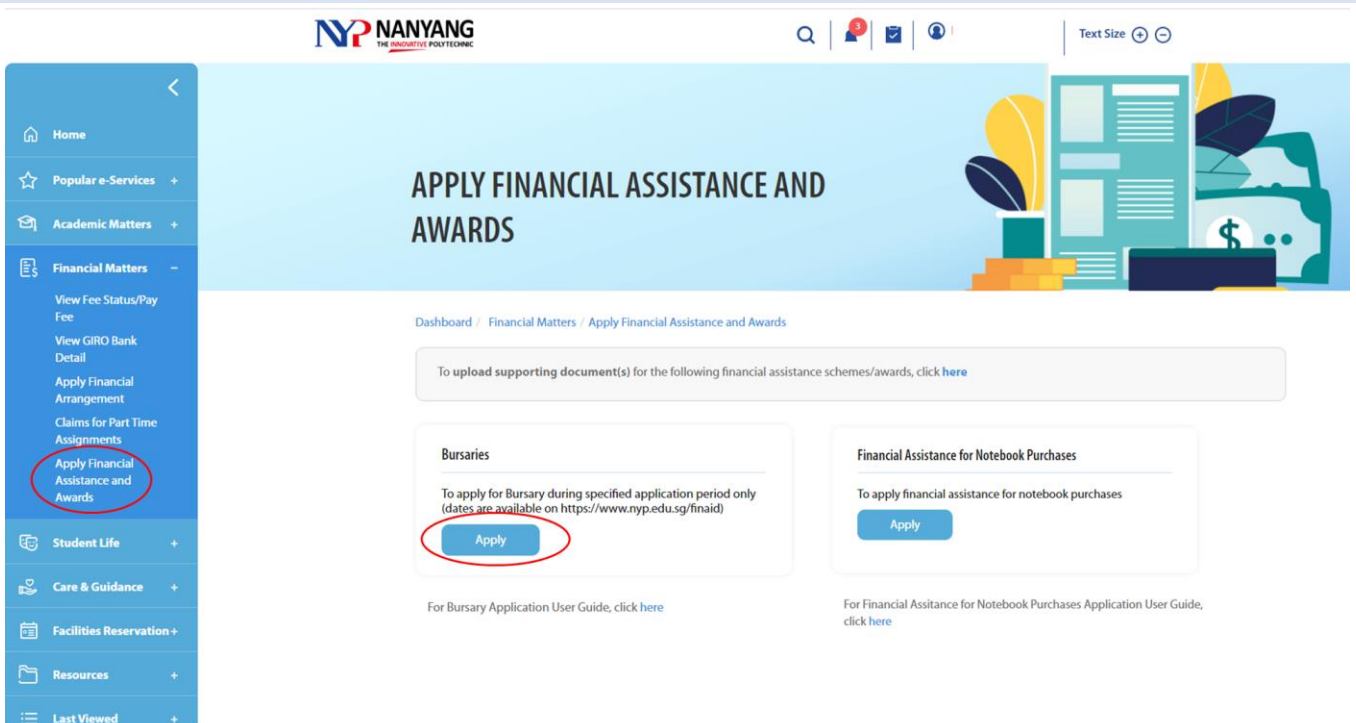
Login ID: <admin number>@mymail.nyp.edu.sg (e.g., 22\*\*\*\*A@mymail.nyp.edu.sg)

Password\*: myNYP Portal Password

\* If you forgot your password, please reset your password via this [link](#) or contact i@Central at 6451 5115 or email [contactNYP@nyp.edu.sg](mailto:contactNYP@nyp.edu.sg) if you encounter issues in resetting your password.



## 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

## APPLY FOR FINANCIAL ASSISTANCE

a

### Select **Bursaries**

Application for:

- ☐ Bursaries
- ☐ Financial Assistance Scheme
- ☐ Enquiry

- **To apply** for bursary
- To make amendment to your bursary application (only if application status is “Application Submitted”)

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

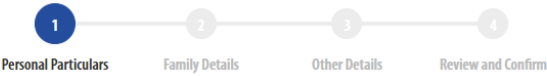
Please ensure you have the following information and/or documents.

Document	Type	Contents
1	NRIC (Front & Back) or Other IDs of Student Applicant and Family Members	Please scan all NRICs/SAF11B (or 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  a) income documents (payslips, employer’s letter, CPF statement, income tax notice of assessment) of family members  b) student card of siblings who are full-time students
3	Other Documents (eg: Divorce, Death Certificate)	Please scan the other documents (if any) into 1 PDF file

Personal Particulars

Review your personal particular

APPLY FOR BURSARIES



\* denotes compulsory for entry

Personal Particulars

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

Academic Year2020Exercise6

Admissison No.1700275NRIC (local & S'pore PR) / Passport No. (if foreigner)IDNOOF1700275

NameNAME OF 1700275CourseDIPLOMA IN GAME DEVELOPMENT & TECHNOLOGY

Contact No.Home NumberTERM TEL OF 1700275Mobile NumberHANDPHONE OF 1700275

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 NameUnit No.

TERM ADDR1 OF 1700275TERM ADDR2 OF 1700275

Building NameState / Province

TERM ADDR3 OF 1700275

CountryPostal Code

SG123456

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

For Gross Monthly Income, Monthly Contribution or Child Support boxes, **DO NOT** 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

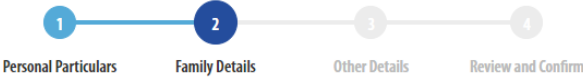
Previous

Next

2

# Family Details

## APPLY FOR BURSARY



\* 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

#### Mother

Status \*

Living in the same household

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

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



Add Siblings / Relatives

Delete Application

Previous

Next

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)*

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.

3

Other Details

APPLY FOR BURSARY



\* 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:** Recipient of full scholarship (cover tuition fees and allowance) or sponsorship in the same academic year is not eligible for bursary.

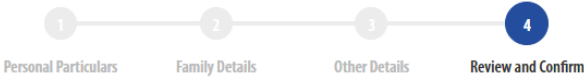
Delete Application

Previous

Next

# Review Details

## APPLY FOR BURSARIES



\* denotes compulsory for entry

### Confirm your Financial Assistance Application Details

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

Print

#### 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	

4a

Click 'Print' to save a copy of your application

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 accompanying submissions are true and correct. I understand that my application will be rejected and I will return any bursary that I have received.

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

Signature of Student \* :

Clear Signature

Signature of \*Parent/Guardian \* :

Clear Signature

Edit

Confirm

## 5

# Acknowledgement

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

Application Submitted

Please upload your supporting documents within 5 days after online application via:

[Upload Supporting Documents](#)

Your application will be processed only upon uploading of ALL REQUIRED supporting documents. Late or incomplete submissions will not be processed. Documents submitted will be kept as records and will not be returned/retrieved.

**Not ready to upload your supporting documents now?**  
Please come back within FIVE days after online application at Student Portal > Care & Guidance > Upload SCG Documents > Bursary to upload the supporting documents.  
The link to upload the supporting documents will also be sent to your NYP Email.

Note: To ensure that the documents are clearly captured, we recommend the use of Microsoft Office Lens - PDF Scanner (recommended app to use for scanning the documents- refer to [step-by-step guide](#)). For the application status of bursary application, please login the student portal and check.

Application Acknowledgement No.: 20206-1700275-20210308154427

[REPORT VULNERABILITY](#) | [FEEDBACK & SURVEYS](#) | [LIST OF E-SERVICES](#)  
 180 Ang Mo Kio Avenue 6 Singapore (569830) Tel: 64515115  
 Copyright © 2021 NYP Singapore. All rights reserved.

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](#)

**APPLY FINANCIAL ASSISTANCE AND AWARDS**

Dashboard / Financial Matters / Apply Financial Assistance and Awards

To upload supporting document(s) for the following financial assistance schemes/awards, click [here](#)

**Bursaries**

To apply for Bursary during specified application period only (dates are available on <https://www.nyp.edu.sg/finaid>)

[Apply](#)

For Bursary Application User Guide, click [here](#)

**Financial Assistance for Notebook Purchases**

To apply financial assistance for notebook purchases

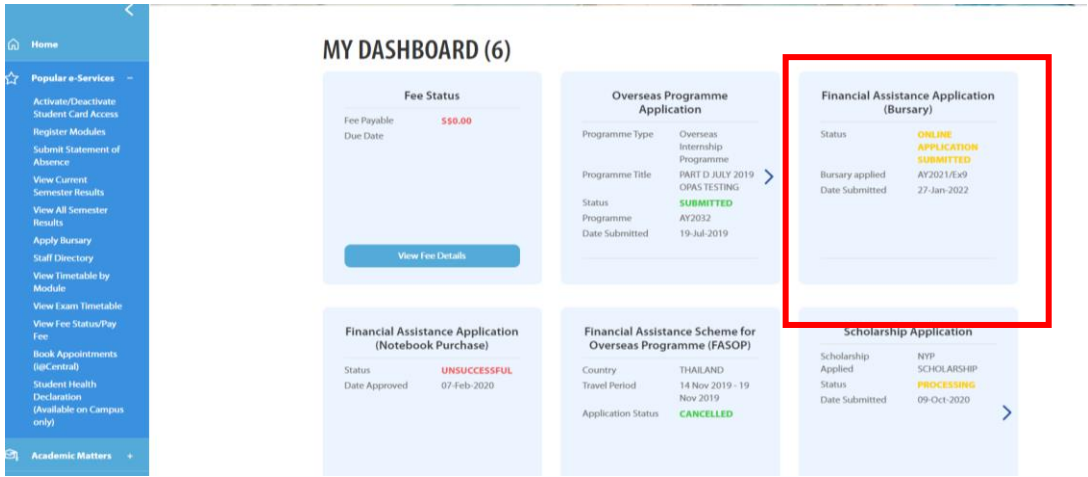
[Apply](#)

For Financial Assistance for Notebook Purchases Application User Guide, click [here](#)



# 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 **Application Status**.

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

## APPLY FOR FINANCIAL ASSISTANCE

Application for:

☐ Bursaries

☐ Financial Assistance

☐ Enquiry

Select Enquiry

- To check application status

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

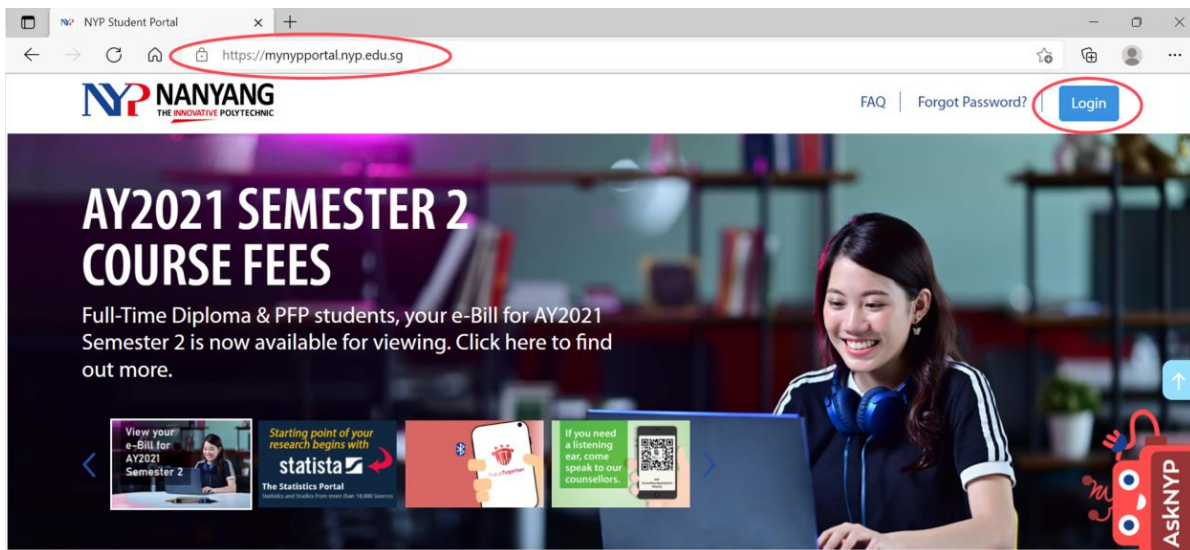
Error Message	What it means
This is a compulsory field, Please input a value	Go to the field e.g. Parent’s Age, Parent’s remarks and etc. to input the required information.
Parents’ Remarks is a compulsory field, please enter a value	<p>Go to Step 2. the Parents’ remark field (see pg. 6) to input the required information.</p> <p>For <b>Occupation (Unemployed / Self-employed)</b></p> <p>In the “<b>Remarks</b>” field:</p> <ul style="list-style-type: none"><li>• if <b>unemployed</b>, state reason (eg Home maker, retrenched from company ABC on DDMMYY)</li><li>• if <b>employed/self-employed</b>, state job title and company name</li></ul>
Value \$1500 is not accepted by the system. The input MUST be Numeric ONLY without symbol/text (e.g. 1500).	<p>For Gross Income S\$ and Other Income S\$, the value MUST be Numeric (e.g. 1500).</p> <p>Go to the Parents’ remark field (Step 2 – pg. 6) to input the required information.</p> <p><i>The system Do NOT accept symbolic character or alphabet (e.g. \$, -‘ NA, NIL, No)</i></p>
NRIC validation failed	<p>Go to Step 2. <b>NRIC field (pg. 2)</b> the <b>NRIC Format</b> MUST be (e.g. S1234567A).</p> <p><i>Please ensure that is no additional space in your input.</i></p>

Notes:  
If you need assistance, please email [bursary@nyp.edu.sg](mailto: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**.

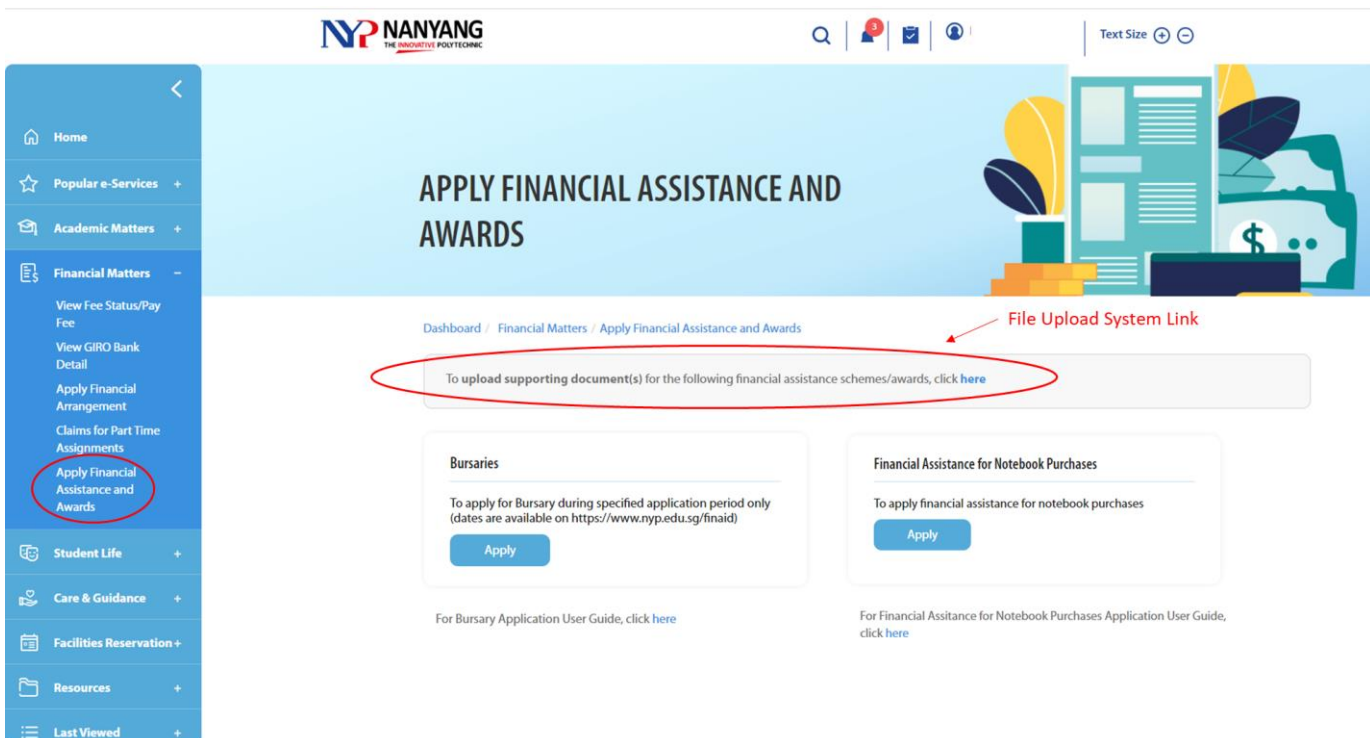
# Login to File Upload System

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](mailto:nyp_scg@nyp.edu.sg)

The screenshot shows a web form titled 'FILE UPLOAD'. At the top, there is a dropdown menu labeled 'Upload For' with the selected option 'Bursary/Financial Assistance for Notebook Purchase/FASOP'. Below it is another dropdown labeled 'Select Document' with the option '- Please Select -'. A red box highlights the 'Upload For' dropdown, and a red arrow points from a text box to it. Below the dropdowns, there is a text instruction: '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'. At the bottom, there is a large dashed box for file upload and a blue button labeled '+ Choose'.

Select the application you are uploading your documents for.

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

Step 2: Select the document type

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](mailto: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 relevant documents. 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	NRICs (front & back), Passport, SAF11B, Birth certificates for those with no NRIC of your family
Income Document	Supporting Documents of Family Members. E.g. a) income documents (payslips, employer’s letter, CPF statement, tax notice of assessment) of family members b) student card of siblings who are full-time students
Other Document	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  
Select Bursary/Financial Assistance for Notebook Purchase/FASOP

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  
Select Bursary/Financial Assistance for Notebook Purchase/FASOP

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
 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	

+ Choose
 Upload
 Cancel

 Drop a file here

List of files successfully uploaded

#### 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](http://www.nyp.edu.sg/finaid)

### **Bursary Online Application**

<https://nypeservices.nyp.edu.sg/FAAS/loginservlet>

### **File Upload System**

<https://nypeservices.nyp.edu.sg/studFileUpd/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](mailto:bursary@nyp.edu.sg) with the following information.

- I. Name and Admin No.
- II. screenshot of the error message