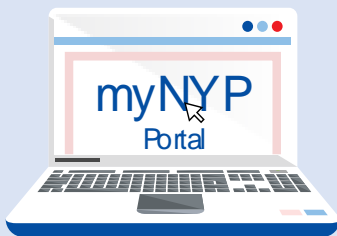


USER GUIDE ON BURSARY APPLICATION

1



Apply for bursary online at:
<https://nypeservices.nyp.edu.sg/FAAS/loginservlet>

2

Upload Supporting Documents

Upload supporting document at:
<https://nypeservices.nyp.edu.sg/studFileUpld/loginservlet>

Login ID: <admin number>@mymail.nyp.edu.sg (e.g. 123456A@mymail.nyp.edu.sg)
Password*: MyNYP Portal Password

Application Process:

Step 1: Apply online

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

Step 2: Upload all supporting documents within FIVE days

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

*If you forgot your password, please reset your password via this [link](#) or contact i@Central at 6451 5115 if you encounter issues in resetting your password.

OVERVIEW OF BURSARY APPLICATION

STEP 1: APPLY ONLINE

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

1

Personal Particulars

Review your personal particular

2

Family Details

List the information of your immediate family members regardless of whether they are living with you, and non-immediate family members who are living with you.

3

Other Details

List the other details (Scholarship / Sponsorship)

4

Review Details

Declaration of information provided and E-signature of student and parents

5

Acknowledgement

Receive Acknowledgement Email of your online application with the link to upload the supporting documents

E

Enquiry on Application Status

To check your application status

STEP 2: UPLOAD SUPPORTING DOCUMENT

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

1

Select 'Bursary/NeuPC/Opportunity Fund'

Select the application for uploading your supporting documents.

2

Select 'Document Type'

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



STEP 1: APPLY ONLINE

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

APPLY FOR BURSARIES

a

Select Bursaries

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

b

Select Enquiry

- To check application status

Application for:

- Bursaries
- Enquiry

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

Please upload all scanned supporting documents within FIVE days after applying online*.

*You MUST apply online before you can upload the supporting documents.

An Acknowledge email will be sent to your NYP email once you had submitted the online application.

1

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 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 *
<input type="text"/>	<input type="text"/>
Housing Type *	
<input type="text"/>	

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

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

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

Note:

You can update your personal particulars (i.e. Home Address and Contact Number) via MyNYP Portal > Personal Information > Update particulars

APPLY FOR BURSARIES



* 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 (local & S'pore PR) / Passport No. (if foreigner)

Name

Mother

Status *

Living in the same household

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

Name

1234567A

Name of 136009H

Date of Birth (dd-mon-yyyy)

Occupation

UNEMPLOYED

Gross Monthly Income S\$?

Child Support S\$?

For S\$ amount: MUST be a Numeric Digits (e.g. 1500)

The system Do NOT accept symbolic character or alphabet

For NRIC: MUST be in this format (e.g. S1234567A or 1234567A)

Other Income (eg. rental income) S\$

Remarks

If unemployed please provide more information.
E.g. Housewife

Parent's Remarks: Validation Error: Value is required. Please provide more information in remark field.

2a

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

2b

Click on 'Add' button

- To include spouse, siblings and non-immediate family members staying in the same household.

+ Add Siblings / Relatives

Monthly Contribution by financially independent siblings NOT living in the same house ?

Save as Draft

Delete Application

Previous

Next

3

Other Details

APPLY FOR BURSARIES



* denotes compulsory for entry

Scholarship / Sponsorship

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

*

No Yes

3

Select 'No' if you are not applying or not in receipt of external scholarship/sponsorship/bursary/ study grant.

Select 'Yes' if you are applying or in receipt of external scholarship/sponsorship/bursary/study grant. Enter details of your award: award name and quantum.

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

Other Details

Charged in a court of law in any country

Remarks

Delete Application

Previous

Next

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

NAME OF 136009H

Admission No.

136009H

Address

TERM ADDR1 OF 136009H

TERM ADDR2 OF 136009H

TERM ADDR3 OF 136009H

SINGAPORE123456

Contact No. (Tel)

TERM TEL OF 136009H

Contact No. (Mobile)

HANDPHONE OF 136009H

Marital Status

Single

Dialect Group

Hakka

Housing Type

HDB 3-Room

4a

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

4b

Read the '**Declaration**' and Click 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 and information. I understand that my application will be rejected and 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



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 8 Singapore (S69830) Tel: 64515115

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

E

Enquiry on Application Status

Click on **'Enquiry'** to check your **application status**.

APPLY FOR BURSARIES

Application for:

Bursaries

Enquiry

b Select Enquiry

- To check application status

Application Status	What it means
Online application submitted	Your bursary application is pending for processing. You are still allowed to make amendment.
Pending	Your application is being reviewed with supporting document. No amendment is allowed.
Approved	Your application has been approved. Bursary will be disbursed via GIRO or PayNow. Please refer to email for disbursement details.
Unsuccessful	Your application has been rejected.

Note: The application outcome will be notified by email sent to NYP Student email address and/or SMS.

STEP 2: UPLOAD SUPPORTING DOCUMENT

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

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

Document Type	Contents
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
Income 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
Other Documents (eg: Divorce, Death Certificate)	Please scan the other documents (if any) into 1 PDF file

*You **MUST apply online** before you can upload the supporting documents. Please **Upload all supporting documents** within FIVE days after applying online.

How do I know if my documents uploaded successfully?

The documents you have uploaded will be listed

The screenshot shows a web interface for uploading documents. At the top, there are dropdown menus for 'Upload For' (Bursary/NeuPC/Opportunity Fund) and 'Select Document' (Income Documents). Below these, a message states: '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'. A section titled 'Files uploaded' lists four files with their names and dates. A red dashed box highlights this list with the text 'List of files successfully uploaded'. Below the list is a file upload area with a '+ Choose' button, an 'Upload' button, and a 'Cancel' button. At the bottom, there is a cloud icon and the text 'Drop a file here'.

Note:

- You will not be allowed to delete/view the documents you have uploaded, this is so to protect your security and privacy
- We will contact you if there are any missing or outstanding documents to submit.

Useful links and Tips

NYP Financial Assistance Information

www.nyp.edu.sg/finaid

Bursary Application Online link

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

Supporting Documents Upload link

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

Checklist of Supporting documents

https://www.nyp.edu.sg/content/dam/nyp/admissions/full-time-diploma/financial-matters-financial-assistance/checklist_supportingdocumentsv7.pdf

File Upload User guide

https://www.nyp.edu.sg/content/dam//nyp/admissions/full-time-diploma/financial-matters-financial-assistance/userguide_fileuploadv1.pdf

How do I reduce the document file size?

Adobe Acrobat Reader

Choose **File > Save As Other > Reduced Size PDF**

PowerPoint

- **Compress Images in PowerPoint.** Select the image you want to compress, and then:
- Go up to the **Picture Tools Format** tab
- Click on the **Compress Pictures** command and Select your **Compression options**
- Select your **Resolution**, Click **OK**
- **Save PowerPoint (with multiple pages) as 1 single PDF file** (File > Save As > Save As Type > Select PDF)



Microsoft Office Lens

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](#))

Common Validation Errors

If you encounter Validation Error Message during the application, it could be due to:

Step 2: Family Detail Page.

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

For Value: MUST be a Numeric Digits (e.g. 1500).

The system Do NOT accept symbolic character or alphabet (e.g. \$, - ‘ NA, NIL, No)

For NRIC: the NRIC Format MUST be (e.g. S1234567A or 1234567F).

Please ensure that is no additional space in your input.

Note:

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

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