

Student Support Fund 2022/2023

Required Documents Checklist

Student Affairs Office

- Recent photograph of the applicant
- Family Civil Status Record
- If any of the providers (parent, sibling, guardian, etc.) is:
 - **Employed:** Recent employment certificate(s) for the job(s) clearly stating occupation/job title, years of service & all benefits granted
 - **Self-employed:** Official business registration and shareholders' documents should be provided (if applicable) and/or Self-employed Income Statement (Form B) should be duly filled, signed, and stamped by the concerned family member.
- Certificate of unemployment (NSSF document) for every unemployed or self-employed provider
- Recent school statement for each dependent child enrolled at school and/or university (excluding applicant)
- Ownership title documents for all listed, owned real-estate properties
- Certificate of owned real estate properties record signed by the Ministry of Finance for both the father and mother.
- Photocopy of all listed vehicle(s) registration forms
- Photocopy of insurance policies/agreement (vehicle & medical)
- Photocopy of the loan agreement(s) or bonds payable, if any, with all supporting documents
- Recent Rent Contract of rented property (if any)
- Any additional document that would prove financial need