

Study Loan Scheme (SL) – Application Procedures

1. Complete all the fields required in the SL application form. Do not leave any fields in the application form blank. Indicate “NA” if any field is not applicable.
2. Print and complete the Document Checklist form.
3. Ensure the supporting documents are submitted in hardcopies (a clearly photocopied set) together with the document checklist.
4. If any of your parents or siblings are self-employed, you are required to download and submit the completed Self-Declaration form.
5. Ensure all forms and supporting documents listed in points 1,2,3 & 4 are enclosed in a sealed envelope with your full name indicated on the envelope.
6. You can submit your completed forms and the required supporting documents to Office of Student Administration (OSA) via one of the following modes:
 - (i) Email to scholarships_financialaid@sutd.edu.sg in a single PDF file. Please retain the original copies of the forms and supporting documents. We will contact you for submission of the original copies at a later date.
 - (ii) Office of Student Administration (OSA) Form Submission Box located at SUTD Building 3, Level 2 (near Lift Lobby J)
 - (iii) Postal mail to the following address:
Singapore University of Technology and Design
Office of Student Administration (OSA)
8 Somapah Road
Singapore 487372
7. You will receive an email from OSA on the outcome of your application within 2 weeks upon receipt of all relevant documents.
8. Successful applicants will receive an email from OSA consisting of the loan agreement.
9. If you and your guarantor are in Singapore, please refer to Scenario A.
10. If your guarantor is not residing in Singapore, please refer to Scenario B.
11. Keep a copy of the duly executed loan agreement received from the bank for your future reference.
12. Once the completed application form is submitted to DBS bank, DBS bank will notify you of your application status and the loan information.
13. You need only apply once for this study loan to cover you for the entire duration of your undergraduate course in SUTD.

Scenario A: Guarantor residing in Singapore.

If your guarantor is residing in Singapore, you can now submit your application to DBS Online

[\(Study Loan | DBS Singapore\)](#)

You no longer need to make the trip to the branch to submit hard copies application form going forward.

IMPORTANT: Applicants and Guarantors must update DBS Bank of any change in their personal information i.e., mobile number and address before the submission of their loan application.

Scenario B: Guarantor not residing in Singapore (Applicable for International Student)

International Students with guarantor who is not residing or working in Singapore, you will not be able to apply digitally. Please follow the below steps instead:

Step 1: Guarantor completes application form and signs SL application form and Letter of Offer in the presence of a notary public or officer from Singapore Embassy.

Step 2: Guarantor mails/couriers all the completed and notarised original documents from Step 1 to Student in Singapore.

Step 3: Student brings all the documents received from Guarantor, own passport and photocopy of guarantor's Identity Card/passport to sign Letter of Offer in the presence of a bank officer in our DBS Singapore Raffles Place Branch.

The location and operating hours are as follows:

DBS Raffles Place Branch

22 Malacca St #01-00 RB Capital Building
Singapore 048980

Operating hours:

Mondays to Fridays: 8.30am to 4.30pm

Saturdays: 8.30am to 1pm

Excluding Sundays and Public Holidays

IMPORTANT: Applicants and Guarantors must update DBS Bank of any change in their personal information i.e. mobile number and address before the submission of their loan application.