

## GUIDE TO OPENING A DBS BANK ACCOUNT IN SINGAPORE FOR EXCHANGE STUDENTS

### SUMMARY

- To receive the housing subsidy by the end of February 2023, please apply for a local bank account online and [update the bank details in EduRec](#).
- It will take about 7 working days for your application to be processed and bank card sent to you. When received, your card has to be activated via SMS or at an ATM machine before your bank account is considered active.
- Documents you will need to upload during application are:
  - Passport (Biodata page)
  - Student Pass or In-Principle Approval (IPA) from ICA
  - Matriculation/Student Card (Front & Back)
  - Student Status Letter with NUS letterhead, official rubber stamp and signature (*see Note 1*)
- Do ensure documents uploaded are legible, if not the application process will be delayed.
- Your mailing address should match the address used in your bank account application.

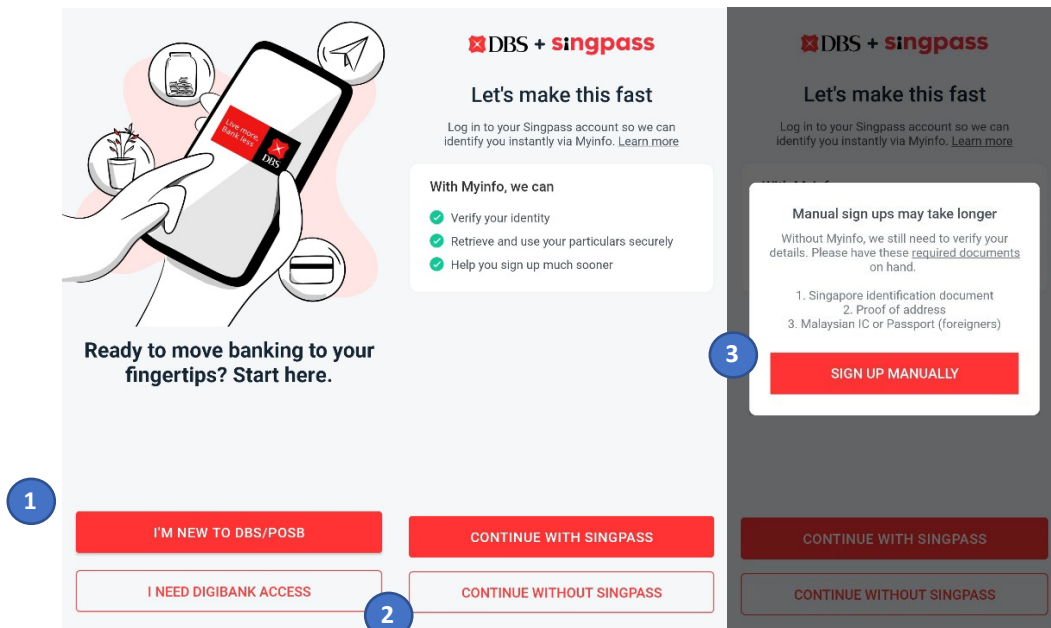
#### **Note 1: Student Status Letter from Registrar's Office**

- Do ensure your [mailing address is updated in EduRec](#) (#2 of guide, NUSNET ID & PW required, e.g. nusstu/e0xxxxxx ) before you request for your Student Status Letter.
- Your Student Status Letter can be requested from Registrar's Office [here](#).
  - In the **Remarks** field, please indicate that the mailing address, an official rubber stamp and signature are required.
  - For **Mode of Collection**, select **Email to me** (for a soft copy) *and* **Self-collection at Student Service Centre** (for a hard copy).
- DBS bank may be contacted at 1800 111 1111 or via this [e-form](#) should you have further queries about setting up a bank account with them.

### APPLYING FOR A BANK ACCOUNT WITH DBS

To [apply for a bank account](#) with DBS:

1. Download the DBS digibank mobile app in App Store or Google Play. Run the app and select "SIGN UP FOR DIGIBANK" to start the process.
2. Within the App, click on "I'M NEW TO DBS/POSB. When prompted, select "CONTINUE WITHOUT SINGPASS" and then click on "SIGN UP MANUALLY"



3. Fill up your details as prompted. Some points to note:

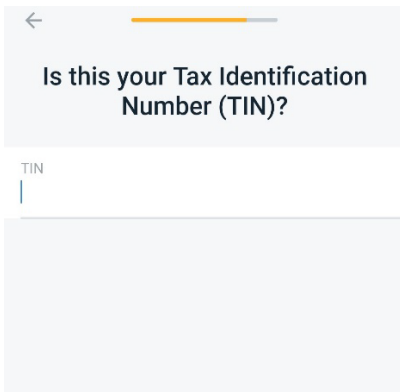
- Residential Address

- If you are staying in a condominium, do not use the field "Block No." This field is for customers residing in HDB flats. You may fill up the other fields as needed.

- Tax Residency

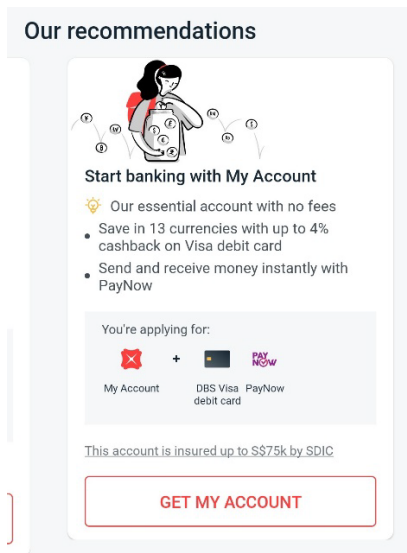
- If you are a tax resident in your home country, then select **No** in this screen. If not, select **Yes**.

- Tax Identification Number (TIN)



- This field will be auto-filled with your FIN.

#### 4. Account Selection



- You will be presented with 2 types of account – Multiplier and My Account.
- Click on **GET MY ACCOUNT**.

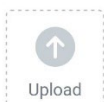
#### 5. Uploading of documents – points to note

- Residential Address Proof

##### Residential Address Proof

Upload a clear, complete copy of your utility bill or bank statement within the last 3 months. [See other accepted documents](#)

- Upload the Student Status Letter from Registrar's Office here.



- **Proof of Mobile Number Ownership & Tax Residency Proof**

**Proof of mobile number ownership**

Upload a clear, complete copy of your telco bill within the last 3 months. [See other accepted documents](#)



- If you do not have a telco bill with your name and local residential address you can upload, upload the Student Status Letter from Registrar's Office here.

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**Singapore Tax Residency Proof**

Upload the latest copy of your tax residency document. [Find out more](#)



- Upload your passport (Biodata page) and/or your Student Pass here.

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