



CONFIDENTIAL REPORT & SYLLABUS REQUESTS

This form may take you 3 minutes to complete. The data provided to SP will be kept strictly confidential and be used for the purpose of application for confidential report & syllabus requests.

Part A – APPLICANT PARTICULARS

To be completed by all requestors.

| | | | |
|--|--|-----------------------|--|
| NRIC: _____ | | Name (Mr/Ms *): _____ | |
| Course Attended: _____(FT/EO/DR/DT/VC)*@ | | | |
| Adm No.: _____ | | Year Admitted : _____ | |
| Year Graduated : _____ | | | |
| Address: _____ () | | | |
| Tel No. (H): _____ | | Handphone No. : _____ | |
| Email Address : _____ | | | |

Part B – CONFIDENTIAL REPORT REQUEST

| Please indicate your request (√) & the corresponding cost. | | | |
|---|--|---|---------------|
| (√) | To mail to: (By registered mail) | Administrative Fee inclusive of GST (S\$) + | My Cost (S\$) |
| | Local Institution (Not required for NUS & NTU) | 3.20 | |
| | Overseas Institution | 6.40 | |

| | |
|--|------------|
| Have you been awarded any Singapore Polytechnic prizes/awards? | Yes / No * |
| If your answer to this question is 'Yes', please give the details below: | |
| a) Name of award/prize: _____ | |
| b) Year it was awarded: _____ | |
| Please provide names of 2 of your former Lecturers for reference: | |
| Name : _____ Name : _____ | |

Notes for Your Information

Apply Early: Graduate should allow 2 weeks for processing. Hence, submission of requests should be at least 2 weeks before any "Closing date/s". Requests will be prepared on a "first-come-first-served" basis.

Confidential Reports: Graduates requesting for confidential reports must submit the appropriate forms, a copy of the Overseas Institutions request for such a confidential report, your curriculum vitae (detailing your interests, achievements, level of participation in Poly activities, exhibitions, projects, employment history, etc.) and the appropriate amount.

Submission through Agents: Due to the sensitive nature of confidential reports, Singapore Polytechnic **WILL NOT** forward the forms and confidential reports to Agents but will submit them directly to the Institution.

PART C – SYLLABUS REQUEST

Please complete Part A (Applicant particulars) and the portions below. The service standard for your request to be serviced and mailed out is 5 working days.

| Syllabus Request – Please indicate the number of sets requested and the cost. | | | |
|--|-------------------------------------|--|---------------|
| No. of Sets | To mail to: (By registered mail) | Administrative Fee inclusive of GST (S\$) + | My Cost (S\$) |
| | Overseas Address** | 1 st set: 21.40 Each additional set: 10.70 | |
| | Institution in Singapore** | 1 st set: 10.70 Each additional set: 5.35 | |
| | Self Collection ## | | |
| | Residential Address (Singapore)**## | | |
| Total Cost : | | | |

If only some modules are required, the cost remains the same, regardless of the number of modules requested.

Please contact your School to find out whether this is available.

| ** Address for Mailing of Confidential Report and/or Syllabus | |
|--|----------------------|
| Closing Date: | Closing Date: |

Signature

Date

Academic Schools/Dept Telephone Number

| Schools/Dept | Telephone Number | Location |
|---|------------------|---------------------------------|
| Architecture and the Built Environment | 6772-1322/1112 | Blk 3A, T3A413 |
| Business School | 6772-1888 | Business School, Level 7, SB711 |
| Chemical and Life Sciences | 6772-1135 | Blk 11A, T11A601 |
| Communication, Arts and Social Sciences | 6772-1170 | Blk 19, T19210 |
| Design School | 6772-1718 | Design School, Level 1, SD106 |
| Digital Media and Infocomm Technology | 6772-1900 | Blk 19, T1949 |
| Electrical and Electronic Engineering | 6772-1815 | Blk 12, T12511 |
| Mathematics and Science | 6772-1141 | Blk 7, T741 |
| Mechanical and Aeronautical Engineering | 6772-1206 | Blk 16, T1671 |
| Singapore Maritime Academy | 6772-1316 | Blk 1A, T1A711 |
| Student Services Centre (SSC) | 6775-1133 | Blk 16, Level 1 |

@ FT = Full-Time; EO = Evenings-Only; DR = Day-Release; DT = Dual-Training; VC = Virtual College

* Circle as appropriate.

+ Mode of Payment: Cash/Nets/Local Cheque or Bankdraft (payable in Singapore currency drawn on a bank in Singapore) made payable to "Singapore Polytechnic".