



**CHANGE OF PERSONAL PARTICULARS**

This form may take you 2 minutes to fill in. The data provided to Singapore Polytechnic will be kept strictly confidential and will be used for the purpose of updating the personal particulars.

Admission No: \_\_\_\_\_ Name: \_\_\_\_\_

NRIC / FIN No: \_\_\_\_\_ Course: \_\_\_\_\_ e.g.: DAC 1FT

**Please note the change in my particulars for the item/s marked with an X.**

Mark (X)	ITEM	NEW PARTICULARS
	Name#	
	NRIC# / Passport Number#	
	Citizenship#	(Please ✓ one) <input type="checkbox"/> Singapore Citizen submit the <b>Tuition Grant Application</b> Form duly signed by student and parent (for student below 21 years old) Form is available at Student Service Centre T16 Level 1, or <a href="http://www.sp.edu.sg/enrolment">www.sp.edu.sg/enrolment</a> > Enrolment Package)  <input type="checkbox"/> Singapore Permanent Resident
	Address: Home / Mailing / Both *	
		Singapore (_____)
	Contact Numbers	Home: _____ Handphone: _____
	E-mail Address	

Student's Signature: _____	<b>For Official Use:</b> SAS Updated: Y / N TG Updated: Y / N  _____ Staff Signature and Date
Date: _____	

\* Please delete accordingly.

**# DOCUMENTARY EVIDENCE MUST ACCOMPANY THIS REQUEST:**

Change of name – show the original and submit a photocopy of the Deed Poll.

Change of citizenship status – show the original and submit a photocopy of the NRIC.

Change of passport number – show the original and submit a photocopy of the new passport and the page that indicates the old passport number. If there is no old passport number in the new passport, show the original old passport and submit a photocopy of it.

**Note:** Verification / updating of personal data is also available through Student Portal via <https://mike-student.sp.edu.sg> >> eServices >> Other Services >> Update Particulars. However, you may only update your address, contact numbers electronically. For updates to other personal data, please use this form.