



**AUTHORISATION FORM
FOR THE POSTING OF DIPLOMA & ACADEMIC TRANSCRIPT**

I, the undersigned, would like to authorise the Examinations Office to mail my diploma, academic transcript and prizes (if any) to the address stated below.

I understand that no replacements will be made by the Examinations Office if any of these documents are damaged or lost.

Signature of Graduand

Date

Full Name of Graduand

SP Admission No./ NRIC/ Passport No.

Diploma Course Name

Year of Graduation

Preferred Contact Number

E-mail Address

Please print clearly in the space below the address where you'd like your documents to be sent to:

**I confirm that the above information is correct. I have also enclosed with this form
certified true copies of my final year exam result slip and
NRIC/Passport/SP Student Admission Card.**

Student Service Centre
Block T16, Level 1 - Room No. T1616, located at the end of the Dover MRT Station linkway.

OPENING HOURS

Mondays - Thursdays: 8.00 am to 5.30 pm
Fridays: 8.00 am to 5.00 pm
Eve of Major Public Holidays: 8.00 am to 12.30 pm
Saturdays, Sundays & Public Holidays: Closed

General Enquiry Line:

6775 1133

Email:

contactus@sp.edu.sg