



**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 - Fridays: 8.30 am to 5.30 pm  
Eve of Major Public Holidays: 8.30 am to 12.30 pm  
Saturdays, Sundays & Public Holidays: Closed

**General Enquiry Line:**

6775 1133

**Email:**

contactus@sp.edu.sg