

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

I, the undersigned, would like to authorise the bearer of this form \_\_\_\_\_  
\_\_\_\_\_(name in full) and NRIC/Passport No.\*  
\_\_\_\_\_to collect my diploma, academic transcript and prizes (if  
any)\* on my behalf.

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

\_\_\_\_\_  
Signature of Graduate\_\_\_\_\_  
Date\_\_\_\_\_  
Full Name of Graduate\_\_\_\_\_  
SP Admission/NRIC/Passport No.\_\_\_\_\_  
Diploma Course Name(s)\_\_\_\_\_  
Year of Graduation\_\_\_\_\_  
Preferred Contact Number\_\_\_\_\_  
E-mail Address**IMPORTANT NOTE**

The bearer of this form must produce his/her identity card or passport and the graduate's original SP admission card (or birth certificate/NRIC/Passport) prior to collection of documents at the One Stop Centre. Photocopied IDs will not be accepted. Thank you.