



**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 Student Service Centre.

Photocopied IDs will not be accepted. Thank you.