



**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.