



**CONFIDENTIAL REPORT & SYLLABUS REQUESTS**

This form may take you 3 minutes to complete. The data provided to SP will be kept strictly confidential and be used for the purpose of application for confidential report & syllabus requests.

**Part A – APPLICANT PARTICULARS**

**To be completed by all requestors.**

NRIC: _____ Name (Mr/Ms *): _____	
Course Attended: _____(FT/EO/DR/DT/VC)*@	
Adm No.: _____	Year Admitted : _____ Year Graduated : _____
Address: _____ ( )	
Tel No. (H): _____	Handphone No. : _____
Email Address : _____	

**Part B – CONFIDENTIAL REPORT REQUEST**

<b>Please indicate your request ( √ ) &amp; the corresponding cost.</b>			
( √ )	To mail to: (By registered mail)	Administrative Fee inclusive of GST (S\$) +	My Cost (S\$)
	Local Institution (Not required for NUS & NTU)	3.20	
	Overseas Institution	6.40	

Have you been awarded any Singapore Polytechnic prizes/awards?	Yes / No *
If your answer to this question is 'Yes', please give the details below:	
a) Name of award/prize: _____	
b) Year it was awarded: _____	
Please provide names of 2 of your former Lecturers for reference:	
Name : _____	Name : _____

**Notes for Your Information**

**Apply Early:** Graduate should allow 2 weeks for processing. Hence, submission of requests should be at least 2 weeks before any "Closing date/s". Requests will be prepared on a "first-come-first-served" basis.

**Confidential Reports:** Graduates requesting for confidential reports must submit the appropriate forms, a copy of the Overseas Institutions request for such a confidential report, your curriculum vitae (detailing your interests, achievements, level of participation in Poly activities, exhibitions, projects, employment history, etc.) and the appropriate amount.

**Submission through Agents:** Due to the sensitive nature of confidential reports, Singapore Polytechnic **WILL NOT** forward the forms and confidential reports to Agents but will submit them directly to the Institution.

## **PART C – SYLLABUS REQUEST**

Please complete Part A (Applicant particulars) and the portions below. The service standard for your request to be serviced and mailed out is 5 working days.

<b>Syllabus Request – Please indicate the number of sets requested and the cost.</b>			
No. of Sets	To mail to: (By registered mail)	Administrative Fee inclusive of GST (S\$) +	My Cost (S\$)
	Overseas Address**	1 <sup>st</sup> set: 21.40 Each additional set: 10.70	
	Institution in Singapore**	1 <sup>st</sup> set: 10.70 Each additional set: 5.35	
	Self Collection ##		
	Residential Address (Singapore)**###		
<b>Total Cost :</b>			

If only some modules are required, the cost remains the same, regardless of the number of modules requested.

## Please contact your School to find out whether this is available.

<b>**Address for Mailing of Confidential Report and/or Syllabus</b>	
<b>Closing Date:</b>	<b>Closing Date:</b>

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Academic Schools/Dept Telephone Number**

Schools/Dept	Telephone Number	Location
Architecture & The Built Environment	6772-1322/1112	Blk 3A, T3A413
Business	6772-1888	Business School, Level 7, SB711
Chemical & Life Sciences	6772-1135	Blk 11A, T11A601
Computing	6772-1900	Blk 19, T1949
Electrical & Electronic Engineering	6772-1815	Blk 14, T1472
Mathematics & Science	6772-1141	Blk 7, T741
Mechanical & Aeronautical Engineering	6772-1206	Blk 16, T1671
Media, Arts & Design School	6772-1718	Media, Arts & Design School, Level 1, SD106
Singapore Maritime Academy	6772-1316	Blk 1A, T1A711
Student Services Centre (SSC)	6775-1133	Blk 16, Level 1

@ FT = Full-Time; EO = Evenings-Only; DR = Day-Release; DT = Dual-Training; VC = Virtual College

\* Circle as appropriate.

+ Mode of Payment: Cash/Nets/Local Cheque or Bankdraft (payable in Singapore currency drawn on a bank in Singapore) made payable to "Singapore Polytechnic".