



**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.