



REQUEST FOR ACADEMIC TRANSCRIPT

This form may take you 5 minutes to complete. You are advised to read the following terms and conditions carefully before completing the form. The data provided to Singapore Polytechnic will be kept strictly confidential and used for the purpose of this application only. Thank you.

TERMS & CONDITIONS

1. **Academic transcript** is applicable to **graduates** of Singapore Polytechnic only.
2. Current students and persons who did not complete their full course of study will be issued with the summarised listing of examination results only.
3. For each set of academic transcript/exam results listing, a fee of **S\$10.70** (inclusive of GST) will be charged.
4. For posting of documents overseas, an additional fee of **S\$6.40** is required for each overseas address.
5. All applications will be processed only after payment has been made.
Payment Modes Available:
 - NETS– at the Student Service Centre (SSC) Counter (from 8.00am to 5.00pm)
 - Cash payment – at the Finance Counter (2nd Storey, Administration Block, Singapore Polytechnic; from 8am to 5.00pm).
 - Cheques or bankdrafts – to be made payable to “**Singapore Polytechnic**” in **Singapore currency** and mailed to the Examinations Office (Please use the address at the top right hand corner of this form).
6. Please allow **3 to 6 working days** for the processing of your application. All applications will be processed on a first-come-first-served basis.
7. Applications not collected within 3 months will be discarded.

Part I: To be completed clearly by applicant in BLOCK LETTERS (* Please delete if not applicable)		
Full name of graduate: (Mr/ Ms/ Mdm)* _____		
Previous name as used in SP (if applicable): (Mr/ Ms/ Mdm)* _____		
Admission No: _____ Current NRIC/ PP* No.: _____ NRIC/ PP* No. as used in SP: _____ (if applicable)		
Graduated: Y / N * Contact No.: _____ E-mail Address: _____		
I would like to apply for the following:		
Course of Study (e.g. DBA)	No. of sets required	<i>Please indicate any special requirements/ instructions in the space below. Documents may also be attached if the space below is insufficient. Thank you.</i>
1.		
2.		
3.		
4.		
I would like to: (Please indicate your choice by putting a tick (✓) against the relevant box).		
<input type="checkbox"/> collect them personally at the SSC counter. Please contact me when they are ready for collection.		
<input type="checkbox"/> authorise the person named below to apply and/ or collect* them on my behalf at the SSC: Full name of proxy: _____ Proxy's NRIC/ Passport No.: _____ The proxy named above is my parent/ sibling/ spouse/ lecturer/ others* (pls specify) _____		
<input type="checkbox"/> request them to be posted to me at the following LOCAL address: _____ _____ Postal Code: _____		
<input type="checkbox"/> request them to be posted directly to the following OVERSEAS address(es): 1. _____ _____ 2. _____ _____		

Reasons for Application: (Please indicate the reason by putting a tick (✓) against the relevant box).

- To support my application for further studies locally / overseas*
 - Please state name of university: _____
 - Proposed field/ course of study: _____
- To support my job application.
- I have had a notarised or legal change in name. (**Note:** Original deed poll must be produced for verification if you wish to have your current name printed on the transcript/exam results listing).
- Other reasons: (please specify): _____

Declaration:

I confirm that the particulars and information furnished in this form and any accompanying documents are true and accurate to the best of my knowledge, and I have not wilfully suppressed any material fact.

Signature of Applicant: _____ Date: _____

FOR STAFF USE ONLY**Part II: To be completed by SSC/ Finance Dept/ Exams Office Staff**

Item	Unit Price	Qty	Amount Due	Payment Mode	Receipt No.
Academic Transcript/ Exam Results Listing	\$10.70			<input type="checkbox"/> Cash <input type="checkbox"/> NETS	<input type="checkbox"/> _____ <input type="checkbox"/> _____
Overseas Postal Charge <i>(Postal charge may be waived if to be sent overseas, together with syllabus)</i>	\$6.40			<input type="checkbox"/> Cashcard <input type="checkbox"/> EZ Link card	<input type="checkbox"/> _____ <input type="checkbox"/> _____
Total amount payable				<input type="checkbox"/> Cheque	<input type="checkbox"/> _____
			Bank / Chq No. _____		
			Fwd to FIN on: _____	<input type="checkbox"/> Bankdraft	<input type="checkbox"/> _____
			Bank / CO No. _____		
			Fwd to FIN on: _____		
Name of staff who received application form & payment:				Date:	

Part III: To be completed by Exams Office Staff

1. Prepared by : _____ (Name)	_____ (dd/mm/yyyy)
2. Checked by : _____ (Name)	_____ (dd/mm/yyyy)
3. Signed by Exams Manager : _____ (Name)	_____ (dd/mm/yyyy)
4. Posted / Sent up to SSC by: _____ (Name)	_____ (dd/mm/yyyy)

Part IV: To be completed by applicant (if collection is at SSC counter)

_____	_____	_____
Name	Signature	Date
I have checked that my academic transcript/exam results listing is correct. I acknowledge receipt of the above.		