



REQUEST FOR REPLACEMENT DIPLOMA

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. This service is for graduates of Singapore Polytechnic only.
2. Requests for replacement of diploma will only be accepted under the following circumstances:
 - (a) If the original diploma has been **stolen** or **lost**.
 - (b) If the original diploma has been **defaced** or **damaged** (e.g. fire).
 - (c) If graduate has had a **notarised or legal change in name** since graduating from SP.
2. Only one replacement diploma is allowed per graduate for each course completed. A statement of certification will be issued for repeat requests.
3. The replacement diploma must be collected personally from the Student Service Centre. Replacement diplomas not collected within 3 months of application will be discarded. Future requests for replacement diplomas will not be entertained from such persons subsequently.

FEE & PAYMENT:

1. A fee of **S\$21.40** (inclusive of GST) will be charged for each replacement diploma.
2. Applications will be processed only when all supporting documents and payment have been received.
3. Applicants may choose to make payment by:
 - NETS– at the Student Service Centre (SSC) Counter (from 8.30am to 5.00pm)
 - Cash payment – at the Finance Counter (2nd Storey, Administration Block, Singapore Polytechnic; from 8.30am to 5pm)
 - 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).

SERVICE STANDARD

1. Please allow **4 to 6 working days** for the processing of your application. You will be contacted once your replacement diploma is ready for collection. All applications will be processed on a first-come-first-served basis.

| | | | | |
|--|--------------------|--|----------------------------|-------------------------------|
| Part I: To be completed clearly by applicant in BLOCK LETTERS (* Please delete if not applicable) | | | | |
| Personal Particulars: | | | | |
| Full name of graduate: (Mr/ Ms/ Mdm)* _____ | | | | |
| Previous name as used in SP (if applicable): (Mr/ Ms/ Mdm)* _____ | | | | |
| Preferred Contact Number: _____ E-mail Address: _____ | | | | |
| Admission No: _____ Current NRIC/ PP* No.: _____ NRIC/ PP* No. as used in SP: _____ (If applicable) | | | | |
| I would like to apply for a replacement diploma for the following course(s): | | | | |
| Please state full name of diploma course | Year of Graduation | The two columns on the right are for Exams Office staff to complete. | Original Scroll No. | Replacement Scroll No. |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| <i>Please put a tick (✓) against the relevant box below.</i> | | | | |
| Reason for Application | | Terms and Conditions | | |
| <input type="checkbox"/> I have lost my original diploma. <input type="checkbox"/> My original diploma has been stolen. | | <input type="checkbox"/> I agree to return the replacement diploma to the Examinations Office (c/o the SSC) in the event that the original diploma is found. | | |
| <input type="checkbox"/> My original diploma has been damaged or defaced. | | <input type="checkbox"/> I agree to surrender my defaced or damaged diploma to the Examinations Office (c/o the SSC) upon issue of the replacement diploma. | | |

| Reason for Application (cont'd) | Terms and Conditions |
|---|--|
| <input type="checkbox"/> I have had a notarised/ legal change in name since graduating from SP. | <input type="checkbox"/> I agree to surrender my original diploma to the Examinations Office (c/o the SSC) upon issue of the replacement diploma. <input type="checkbox"/> I agree to submit a certified true copy of my deed poll / show the original deed poll as proof of name change *. <i>* Delete if not applicable.</i> |

Declaration:

1. 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.

2. I declare that this is my first and only request for a replacement diploma.

3. I understand that I am required to come down to the Student Service Centre, with my NRIC/ Passport, to collect the replacement diploma personally when it is ready.

Signature of Applicant: _____ Date: _____

Part II: To be completed by SSC/ Finance Dept/ Exams Office Staff

| Item | Unit Price | Qty | Amount Due | Payment Mode | Receipt No. |
|---|------------|-----|--|---|--|
| Replacement diploma | \$21.40 | | | <input type="checkbox"/> Cash <input type="checkbox"/> NETS | <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
| Total amount payable | | | | <input type="checkbox"/> Cashcard <input type="checkbox"/> EZ Link card <input type="checkbox"/> Cheque | <input type="checkbox"/> _____ <input type="checkbox"/> _____ |
| | | | Bank / Chq No. _____ Fwd to FIN on: _____ | <input type="checkbox"/> Bankdraft _____ | <input type="checkbox"/> _____ |
| Name of staff who received application form & payment: | | | | Date: | |

Part III: To be completed by Exams Office Staff

| | |
|---|--------------------|
| 1. Scroll Nos. unlocked by: _____ (Name) | _____ (dd/mm/yyyy) |
| 2. Prepared by : _____ (Name) | _____ (dd/mm/yyyy) |
| 3. Checked & Scroll Nos. Locked by : _____ (Name) | _____ (dd/mm/yyyy) |
| 4. Sent up to SSC by: _____ (Name) | _____ (dd/mm/yyyy) |

To be completed by applicant (during collection of replacement diploma at SSC counter)

Name

Signature

Date

I have checked that the details printed on the replacement diploma(s) are correct.
I acknowledge receipt of the above.