



**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.