

**APPLICATION FORM FOR REPLACEMENT DIPLOMA CERTIFICATE/
STATEMENT OF CERTIFICATE/ ACADEMIC TRANSCRIPT**

GENERAL INFORMATION ON COMPLETING THIS FORM

1. This form may take 2 mins to complete.
2. You will need your personal particulars and academic qualifications to complete the forms.

Please read the following instructions carefully before completing this form.

1. Application for replacement of Diploma Certificate/ Statement of Certification/ Academic Transcript must be accompanied by a photocopy of your Identification Card/Passport.
2. Complete and submit this application form to the Finance Counter at the Student Services Centre (SSC) with your payment. Please pay by NETS/CASH and attach your receipt to this form.
3. The replacement Diploma Certificate/ Statement of Certification/ Academic Transcript will be ready for collection after **7 working days** from date of request. Please collect from SSC on Mondays to Fridays, from 9 a.m. to 5 p.m. Refer to Part IV for more details.

PART I - APPLICANT'S PARTICULARS *(Please complete this section in BLOCK LETTERS)*

Name (*in full*) : _____ Sex : *F / M
 NRIC/Passport No. : _____ Course : _____
 Home/Office Tel. : _____ Mobile No. : _____ Email Address : _____

PART II - REQUEST DETAILS

		Unit Cost	Qty	Total Cost
<input type="checkbox"/>	Academic Transcript	\$10		
<input type="checkbox"/>	Diploma Certificate 1. I declare that this is my _____ (eg. 1 st) request for a replacement of diploma certificate. 2. Reason for replacement : *Lost /Damage /Change of Name For damaged diploma/ change of name, the original diploma certificate must be surrendered to the Academic Affairs Office upon issue of the replacement diploma certificate. For change of name, a copy of the deed poll must also be furnished. 3. Please note that only ONE replacement diploma certificate is allowed per graduate. A Statement of Certification will be issued for subsequent requests for replacement at a fee of \$20.	\$20		
<input type="checkbox"/>	Others Please state : _____	-	-	-

Total Payable

PART III - DECLARATION

I declare that the information furnished in this form & the document(s) attached are true and that I have not wilfully suppressed any material fact.

 Signature of Applicant

 Date

PART IV - RECEIPT FOR APPLICANT (To be duly stamped and issued by SSC staff)

Name : _____ NRIC/Passport No.: _____ Date of request : _____

Your replacement Diploma Certificate/ Statement of Certification/ Academic Transcript will be ready for collection after **7 working days** from date of request. Please collect from SSC on Mondays to Fridays, from 9 a.m. to 5 p.m. You are encouraged to collect your documents in person. However, if you are unable to do so, you may arrange for collection by proxy. Your representative must bring along a copy of your identity card, his/her identity card together with an authorisation note signed by you. **The Polytechnic WILL NOT be liable for damage to or loss of any diploma certificate and academic transcript collected by proxy.**

PART V - FOR ACADEMIC AFFAIRS OFFICE USE (For Replacement of Diploma Certificate/ Statement of Certification)

Original Certificate No.: _____
Replacement Certificate No.: _____

Prepared By : _____
Verified By: _____ (Examinations Officer/Date)