



CHANGE OF PERSONAL PARTICULARS FORM

NOTE: To update your residential or mailing address, please logon to NPAl Student Self-Service @ <https://npalstudent.np.edu.sg>

Fill in your personal particulars below and tick (✓) in the appropriate box for the amendments required.
Please attach photocopies of supporting documents and present original documents to SSVC, Block 1, The Atrium for verification.

Name (as printed on your Student Card) : _____

Student ID: _____ **Course:** _____

Have you taken your final examination and are deemed to graduate? Yes No

I would like to make amendments to the following (*Refer to Explanatory Notes overleaf for details on the endnotes*) :

Change of Personal Particulars

Supporting documents required: NRIC / Passport / Deed Poll / Student Pass

NOTE: IC Collection Slip is not accepted.

New Name¹ : _____

New NRIC / Passport Number / FIN : _____

New Citizenship² : Singaporean / Singapore Permanent Resident / Others *

If Others, please specify: _____

Change of Guardian Particulars ³

Supporting documents required: Guardian's NRIC (photocopy only)

Guardian Name : Mr / Mrs / Ms / Mdm * _____

Relationship : _____ **NRIC / Passport No :** _____

Citizenship : _____ **Occupation :** _____

Change of Guardian's Contact Information

Supporting documents required: Guardian's NRIC (photocopy only)

Block / House No: _____ **Unit No (if any) :** _____

Street / Building : _____

Country : Singapore / Malaysia * **Postal Code :** _____

Home Phone : _____ **Handphone :** _____

Signature of Student

Date

*Delete where not applicable

FOR OFFICIAL USE ONLY

Documents Verified by :

SSVC / AAP *

Signature / Date

Changes Updated by :

Signature / Date

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CHANGE OF PERSONAL PARTICULARS

EXPLANATORY NOTES

1. Change In Name of Student and Printing of New Name

The new name will be updated and shown in your NPal Student Self-Service record upon approval. The new name will only be reflected on your statement of results, academic transcript* and diploma certificate* if the request is submitted before the end of the semestral examination.

Should there be an error or change of name, please submit this form to SSVC, Block 1, The Atrium with documentary proof (i.e. NRIC/Passport/Deed poll). Charges will apply for any subsequent request for replacement of academic transcript* / diploma certificate* owing to name error after the stipulated deadline.

**for graduating students only*

2. Change In Citizenship and Tuition Fees Adjustment

Students will be charged tuition fees which vary according to the citizenship status.

For details on the tuition fees, please visit <http://www.np.edu.sg/admissions/Pages/coursefees.aspx>

Students who have officially informed NP of the new citizenship (Singapore citizenship or Permanent Resident status) via the submission of this form and have their documentary proof of new citizenship sighted at SSVC **before** the commencement of each semester will have their fees adjusted and refunded for that semester.

Students who inform NP officially of the new citizenship via the submission of this form and have their documentary proof of new citizenship sighted at SSVC **after** the commencement of the semester, the fees will be adjusted to the rate of Singapore citizen or Permanent Resident **with effect from the next semester**. No refund will be made for the difference in fees already paid in the current semester.

Only original NRIC or Passport is accepted as proof of citizenship. The IC collection slip is NOT acceptable.

3. Appointment of Local Guardian

The local guardian appointed by the student must fulfil the following requirements:

- At least 21 years old (as at January of current year), and
- Staying in Singapore.