



NOTE: To update your residential or mailing address, please logon to NPAl Student @ <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 the counter staff for verification.

Name (as printed on your Student Card) : _____

Student No: _____

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 / Citizenship Certificate / Student Pass

New Name ¹: _____

New NRIC / Passport Number / FIN: _____

New Citizenship ²: 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

Block / House No: _____

Unit No (If any): _____

Street / Building: _____

Country: _____

Postal Code: _____

Telephone (Home): _____

Handphone: _____

Signature of Student (Compulsory)

Date

**Delete where not applicable*

FOR AA OFFICIAL USE ONLY

Documents Verified by : _____

Signature / Date

Changes Updated by : _____

Signature / Date

NGEE ANN POLYTECHNIC

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 Student Self-Service record upon approval. The new name will only be reflected on your semestral examination results slip, *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 report to SSSC at Blk 1 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) **before** the commencement of each semester will have their fees adjusted and refunded for that semester. However, for those who officially inform NP of the new citizenship **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.

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.