TEMASEK POLYTECHNIC
Professional Development Centre
Request for Certification Letter for Award of Diploma/Certificate for Part-time Courses

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This form may take you 5 minutes to complete.
You will need the following information to fill in the form:-

- Your Admission No/ NRIC
- The name of your Diploma / Certificate

Part I: To be completed by graduate

Name of Graduate: _____

Admission No: _____ NRIC No: _____

Diploma/Certificate Awarded: _____

Mailing Address: _____

_____ Postal Code: ( )

Tel No: _____ (H) _____ (O) _____ (HP)

I declare that I have lost my diploma/certificate awarded to me and would like to request for a certification letter to be mailed to me at the above address.

Note:

- **Charge for certification letter is $3 per copy**
- **Processing Time: 5 working days**
- **Please check your request before making any payment.**
- **Payment is not refundable.**

Signature: _____ Date: _____

Part II: To be completed by PDC Staff

Amount Paid: _____ Received by: _____

Receipt No: _____ Date: _____

Part III: To be Completed by Data Administrator, PDC

Certification letter mailed to graduate on _____.

_____ _____
Signature of Data Administrator Date