

STUDENTS ARE REQUESTED TO READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE FORM :-

1. The duly completed form is to be submitted to the **Professional Development Centre**.

Loss of Matriculation Card

2. A copy of the police report must be submitted when applying for a replacement card.
3. You must inform the library staff immediately of the loss of matriculation card to prevent unauthorized loans and get their endorsement on **Section B** of this Request Form.

Defaced/Damaged/Expired Matriculation Card

4. The existing card is to be surrendered upon collection of the replacement card.

Replacement Fee

5. A non-refundable \$10 replacement fee is payable upon the submission of the lost/defaced/damaged card:-

Collection of matriculation card

6. You can collect the replacement card from the **Professional Development Centre** **3 working days** from the date of application.
7. Collection must be done within 21 days from the application date, otherwise, you will have to pay a new replacement fee of \$10.
8. You must collect the replacement card even if you have found your lost card as the old card would have been invalidated. Please surrender the old card to the Professional Development Centre if it is found.

PART A: TO BE COMPLETED BY STUDENT

Name: _____ Adm No: _____ NRIC No: _____
Tel No: _____ (Off) _____ (Res) _____ (HP) _____ (Pgr)
Course/Module: _____ Year of Study: _____

Reasons for replacement (please ✓ relevant box)

- Card lost Card defaced Card damaged
 Change particulars Others

No of times you have applied for replacement (please ✓ relevant box)

- 1st replacement 2nd or more than 2 replacements

I DECLARE THAT THE INFORMATION GIVEN IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND I HAVE NOT DELIBERATELY OMMITTED ANY MATERIAL FACT.

Signature of student

Date

TEMASEK POLYTECHNIC
Professional Development Centre
Request for Replacement of Matriculation Card



PART B: FOR LIBRARY USE FOR LOSS OF MATRICULATION CARD

Old barcode no: _____

Updated by: _____ Date: _____
Name/Signature

PART C: TO BE COMPLETED BY PDC/OSC

Amount received: \$ _____ ReceiptDate/No: _____

Received by: _____ Date: _____
Name/Signature

Information verified/updated in SIS by: _____ Date: _____
Name/Signature

Replacement card processed by: _____ Date: _____
Name/Signature

PART D: TO BE COMPLETED BY STUDENT UPON COLLECTION OF REPLACEMENT CARD

I hereby:

- surrender the old matriculation card for your cancellation.
- acknowledge receipt of my replacement card and confirm that all particulars printed on the card are correct.

Signature of Student

Date

PART E: TO BE COMPLETED BY PDC FOR INVALIDATION OF CARDS

Card invalidated by : _____ Date: _____
Name/Signature