



**REQUEST FOR TRANSCRIPT**

(For Graduates and Ex-Students of Temasek Polytechnic)

This form may take you 10 minutes to fill in:

You will need the following information to fill in the form:

- Applicant's Name, Admission Number/ NRIC/Passport Number
- Diploma / Course Name
- Number of copies required and Payment Mode (NETS / Cashcard / Cash / Cheque)

**INSTRUCTIONS:**

- 1) Please fill up Section A of this form and submit the completed form to One-stop Service Centre (OSC).
- 2) If you have been instructed by a University's Admission Office to request for a Statement of Results or Transcript to be sent directly by Temasek Polytechnic, kindly attach the necessary supporting documents and forms (if any), all duly completed, to this request form.
- 3) A **non-refundable fee** of S\$10.20 (inclusive of prevailing GST) will be charged for **each set** of transcript requested. Payment is to be made in full at the point of application.
- 4) The Transcript will be available for collection after **5 working days** from the date of submission.
- 5) If you are not able to collect your Transcript personally, you may authorise someone to collect on your behalf. Your proxy will be required to produce the completed Proxy Form (Please refer to bottom of the form), your Identity Card/ Passport / Birth Certificate and his/her Identity Card.
- 6) The Polytechnic **WILL NOT** be liable for any damage to or loss of the Transcript collected by the proxy or sent via mail.
- 7) Transcripts that are not collected within 90 days will be discarded.

**SECTION A : TO BE COMPLETED BY APPLICANT**

Name : \_\_\_\_\_ Admission No. \_\_\_\_\_ NRIC No./Passport No: \_\_\_\_\_

Diploma / Course Name: \_\_\_\_\_ Year Completed / Left \* : \_\_\_\_\_

Tel No : \_\_\_\_\_ (Home) : \_\_\_\_\_ (Handphone) : \_\_\_\_\_ (Office)

1) Number of Transcript requested : \_\_\_\_\_ set(s)

2) For request to send transcripts via mail, please indicate the full address below :

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

**SECTION B : FOR RO/OSC USE ONLY**

Amt Paid : \_\_\_\_\_ (Cash / Cashcard / Nets / Cheque)\* Receipt No : \_\_\_\_\_

Date Received:

Collection Date : \_\_\_\_\_ Mail Out Date : \_\_\_\_\_

\* delete accordingly

**SECTION C : ACKNOWLEDGEMENT OF TRANSCRIPT - FOR COLLECTION AT OSC**

Name : \_\_\_\_\_ Signature: \_\_\_\_\_ Date : \_\_\_\_\_

----- Detach if necessary -----

**SECTION D : REQUEST FOR TRANSCRIPT- COLLECTION BY PROXY**

I hereby authorise (Name) \_\_\_\_\_ , NRIC/Passport No. \_\_\_\_\_  
to collect my Transcript(s) on my behalf.

**Name of Applicant :** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date :** \_\_\_\_\_

Note: Your proxy will be required to bring the completed Proxy Form, your Identity Card/ Passport / Birth Certificate and his/her Identity card for collection of the above document.