Request for Academic Transcript and/or Co-Curricular Activity (CCA) Transcript

1. The request for Transcript is open to Full-Time Diploma graduates, ex-students and students who have just completed their course of study.

2. Applicants are required to complete the Request for Transcript form.

3. Applications can be made at Student Services either in person or by proxy or via mail. All applications will be processed on a first-come-first served basis upon full payment or Cheque/Bankdraft clearance.

4. The fees (Inclusive of prevailing GST) and processing time are as follows:

<table>
<thead>
<tr>
<th></th>
<th>ACADEMIC TRANSCRIPT</th>
<th>CCA TRANSCRIPT</th>
<th>LOCAL MAIL</th>
<th>OVERSEAS MAIL (SingPost AR Registered Mail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees (Inclusive of prevailing GST)</td>
<td>S$ 5.40 per copy</td>
<td>S$ 5.40 per copy</td>
<td>No charge</td>
<td>S$ 5.50 per mailing address</td>
</tr>
</tbody>
</table>

a) For students who have just completed their course or study / graduated / left Temasek Polytechnic FROM Year 2010.

<table>
<thead>
<tr>
<th>MODE OF COLLECTION</th>
<th>ACADEMIC TRANSCRIPT</th>
<th>CCA TRANSCRIPT</th>
<th>LOCAL MAIL</th>
<th>OVERSEAS MAIL (SingPost AR Registered Mail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT STUDENT SERVICES</td>
<td>Issue on-the-spot at Student Services</td>
<td>Issue on-the-spot at Student Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BY POST</td>
<td>Within 5 working days (excludes delivery time by post)</td>
<td>Within 5 working days (excludes delivery time by post)</td>
<td>2-3 working days</td>
<td>14-20 working days</td>
</tr>
</tbody>
</table>

b) For students who have graduated or left Temasek Polytechnic BEFORE Year 2010.

<table>
<thead>
<tr>
<th>MODE OF COLLECTION</th>
<th>ACADEMIC TRANSCRIPT</th>
<th>CCA TRANSCRIPT</th>
<th>LOCAL MAIL</th>
<th>OVERSEAS MAIL (SingPost AR Registered Mail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT STUDENT SERVICES</td>
<td>Within 5 working days</td>
<td>Issue on-the-spot at Student Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BY POST</td>
<td>Within 5 working days (excludes delivery time by post)</td>
<td>Within 5 working days (excludes delivery time by post)</td>
<td>2-3 working days</td>
<td>14-20 working days</td>
</tr>
</tbody>
</table>

5. Payment can be made via:
- NETS or Cashcard at Student Services, or
- Crossed Cheque payable to “Temasek Polytechnic” (in Singapore Dollars), or
- Bankdraft payable to “Temasek Polytechnic” (in Singapore Dollars).

6. For application or collection by proxy, your proxy must produce the following documentations:
- An authorisation letter from you (to authorize the proxy to request and/or to collect the transcript on your behalf),
- Your original NRIC, passport or birth certificate, and
- The proxy’s NRIC/Passport.

7. The Academic Transcript will not be issued to students with outstanding fees in TP.
**REQUEST FOR TRANSCRIPT**

(For Full-Time Diploma Graduates, Ex-Students and Students who have completed the course of study)

This form may take you 5 minutes to complete. You will need the following information to complete the form:
- Applicant’s Name, Admission Number/ NRIC/Passport Number
- Diploma / Course Name
- Number of copies required and Payment Mode (NETS / Cashcard / Cheque)

**INSTRUCTIONS:**
1. Please submit or mail the completed form with full payment to Student Services, Temasek Polytechnic, Administrative Block 9, Level 2, Lift Lobby C, 21 Tampines Avenue 1, Singapore 529757.
2. Payment can be made via:
   - NETS or Cashcard at Student Services (Open Mon to Fri: 8.30am to 5.30pm)
   - Cheque (crossed and made payable to “Temasek Polytechnic” in Singapore currency. Post-dated cheques will not be accepted)
   - Bankdraft (made payable to “Temasek Polytechnic” to be drawn in Singapore Dollars).
3. Payment once made, is Non-Refundable.
4. All applications will be processed on a first-come-first served basis, subject to full payment or Cheque/Bankdraft clearance.
5. The Polytechnic WILL NOT be liable for any damage to or loss of the Transcript collected by the proxy or sent via mail.
6. 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 Graduated / Left *: ___________

Mobile No.: ____________________________ Home/Office No.: __________________ Email Address: ___________

Please indicate your request below:

<table>
<thead>
<tr>
<th>Charges (Inclusive of prevailing GST)</th>
<th>No. of Copies</th>
<th>COLLECTION (Please tick v)</th>
<th>BY POST (Please tick v)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(within 5 working days from the date of submission. Excludes delivery time by post)</td>
<td>Please indicate the full mailing address in the space below</td>
</tr>
<tr>
<td>Academic Transcript</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S$ 5.40 / copy</td>
<td></td>
<td>Self-Collect at Student Services</td>
<td></td>
</tr>
<tr>
<td>CCA Transcript</td>
<td></td>
<td>By Proxy (Fill in Section E)</td>
<td></td>
</tr>
<tr>
<td>S$ 5.40 / copy</td>
<td></td>
<td>Local</td>
<td></td>
</tr>
<tr>
<td>Overseas Postage</td>
<td></td>
<td>Overseas</td>
<td></td>
</tr>
<tr>
<td>(SingPost AR Registered mail)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S$ 5.50 per mailing address</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Purpose of Request (Please circle) 
- Job Application
- Further Education
- MINDEF
- Others: ___________

* Please write legibly. If you have been instructed by a University’s Admission Office for your Transcript to be sent directly from Temasek Polytechnic, kindly attach the university’s instruction and completed forms (if any) to this request form.

______________________________
Signature of Applicant:
______________________________
Date:

**SECTION B:** FOR OFFICIAL USE (STUDENT SERVICES)

Student Status in TPSAMS: ____________________________

Amt Paid: _________ (Cashcard / Nets / Cheque)*

Receipt No.: _______ Processed by: _________ (Name)

Printed on: ___________ (Date) from TPExam /TPAEP*

Processed by: ___________ (Name)

Mail out / Sent to SS* on: ___________ (Date)

**SECTION D:** ACKNOWLEDGEMENT OF TRANSCRIPT - FOR COLLECTION AT STUDENT SERVICES

Name: ____________________________ Signature: ____________________________ Date: __________

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

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

Signature: ____________________________ Date: __________

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

* delete accordingly