

FOR PART-TIME COURSES ONLY

**REQUEST FOR CERTIFICATION LETTER FOR
AWARD OF DIPLOMA/ CERTIFICATE**



This form may take you 10 minutes to fill in. You will need the following information:

- Admission Number and NRIC No./ FIN
- Course Title OR Certificate Title and Year of Award of Diploma/ Certificate
- Number of copies required

INSTRUCTIONS:

- 1) Please fill up **Section A** of this form and email the form to cetadmin@tp.edu.sg
[For posting of document overseas, a non-refundable fee of S\$5.50 is applicable for *each overseas address*.
a. Payment can be made via www.axs.com.sg (AXS Stations - island-wide, AXS m-Station and AXS e-Station) using Payment Item Code:

DCETOSPOST

- b. After payment, email the **completed form and receipt** to cetadmin@tp.edu.sg for processing.]
- 2) The certification letter will be sent to your **TP student email account** 5 working days from the date of submission.
- 3) The Polytechnic **WILL NOT** be liable for any damage to or loss of the certification letter sent via mail to overseas.

SECTION A: TO BE COMPLETED BY APPLICANT

Name: _____ Adm No.: _____ NRIC No./ FIN: _____

Contact Nos.: _____ (HP) _____ (O) _____ (H)

Course: _____

Certificate Title: _____

Year of Award of Dip/ Cert: _____

No. of certification letter requested: _____ copy/ copies

Signature of Applicant: _____ Date: _____

SECTION B: FOR OFFICIAL USE

For mailing overseas:

Amt Paid: _____ Receipt No.: _____

Received by : _____ (name/date) Issued by: _____ (name/date)

Date Mailed out: _____