

FOR PART-TIME COURSES ONLY



**REQUEST FOR REPLACEMENT OF DIPLOMA/
REQUEST FOR CERTIFICATE**

(For Graduates and Students who completed Modular / Post-Diploma Certificates)

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

- Admission Number and NRIC No./ FIN
- Course Title / Certificate Title and Year of Graduation
- Replacement of certificates for courses jointly offered by TP and external partners may not be available and a Certification Letter for Award of Diploma may be issued instead. Please contact Temasek SkillsFuture Academy (TSA) at tsa_acadcet@tp.edu.sg.

INSTRUCTIONS:

- 1) Please fill up **Section A** of this form.
- 2) A **non-refundable fee** of **S\$21.40** (inclusive of GST) will be charged for **each copy** of Diploma/ Certificate.
- 3) Payment can be made via www.axs.com.sg (AXS Stations - island-wide, AXS m-Station and AXS e-Station) using Payment Item Code:

DCETCERT

- 4) After payment, email the **completed form and receipt** to cetadmin@tp.edu.sg for processing.
- 5) For application for replacement due to damaged certificate, the original certificate must be returned to Temasek SkillsFuture Academy (TSA) at the point of application.
- 6) The Diploma/ Certificate will be available for collection from TSA 5 working days from the date of submission.
- 7) The Polytechnic **WILL NOT** be liable for any damage to or loss of the Diploma/ Certificate collected by the proxy.
- 8) Diploma/ Certificates that are not collected within 90 days will be discarded.

SECTION A: TO BE COMPLETED BY APPLICANT

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

Contact No.: _____ (HP) _____ (O) _____ (H)

Course: _____

Request for (Please tick):

Diploma Year Graduated: _____

Certificate Title : 1) _____

2) _____

Reason for replacement / request (Please tick):

Damaged Lost Others, please specify: _____

DECLARATION:

I declare that the information and documents furnished in this form are true and correct. I have not wilfully suppressed any material fact.

Signature of Applicant: _____ Date: _____

SECTION B: FOR OFFICIAL USE

Received by: _____ (name/date)

Receipt No.: _____ Issued by: _____ (name/date)

SECTION C: ACKNOWLEDGEMENT FOR COLLECTION OF DIPLOMA / CERTIFICATE

Name: _____ Signature: _____ Date: _____

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

SECTION D: REQUEST FOR COLLECTION OF DIPLOMA / CERTIFICATE BY PROXY

I hereby authorise (Name) _____, NRIC No./ FIN _____
to collect my Diploma / Certificate on my behalf.

Name of Applicant: _____ Signature: _____ Date: _____

Note: Your proxy is required to bring the duly completed and signed Proxy Form, your Identity Card and his/ her Identity Card for collection of the above document.