

FOR PART-TIME COURSES ONLY

REQUEST FOR TRANSCRIPT

(For Graduates and Ex-students only)



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

- Admission Number and NRIC No./ FIN
- Course Title and Year of Completion

INSTRUCTIONS:

- 1) Please fill up **Section A** of this form.
- 2) A **non-refundable fee** of **S\$5.40** (inclusive of GST) will be charged for **each copy** of transcript.
For posting of documents overseas, an additional fee of S\$5.50 is applicable for *each overseas address*.
Payment Item Code: **DCETOSPOST**
- 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:

DCETTRANSCRIPT

- 4) After payment, email the **completed form and receipt** to cetadmin@tp.edu.sg for processing.
- 5) The transcript will be available for collection from Temasek SkillsFuture Academy (TSA) 5 working days from the date of submission.
- 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: _____ Adm No.: _____ NRIC No./ FIN: _____

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

Course: _____

Year *Completed / Left: _____

No. of transcript requested: _____ copy/ copies

Mode of Collection (Please tick):

- Collect at Temasek SkillsFuture Academy
- By mail to: [Pls enclose a copy of your Identity Card for verification purpose.]

Address: _____

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 TRANSCRIPT

Name: _____ Signature: _____ Date: _____

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

SECTION D: REQUEST FOR COLLECTION OF TRANSCRIPT(S) BY PROXY

I hereby authorise (Name) _____, NRIC No./ FIN _____
to collect my transcript(s) 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.