

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:

ACADEMIC TRANSCRIPT	CCA TRANSCRIPT	LOCAL MAIL	OVERSEAS MAIL (SingPost AR Registered Mail)
S\$ 5.40 per copy	S\$ 5.40 per copy	No charge	S\$ 5.50 per mailing address

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

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

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

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

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 :

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

SECTION C : FOR OFFICIAL USE (EXAMS & COURSE ADMIN)

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.

Name of Applicant : _____ **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