

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

Please read the following instructions before completing the form:

- The request for Academic Transcript and CCA Transcript are open to Full-Time Diploma graduates, ex-students and students who have just completed their course of study.
- Graduates or students who require additional copies of official transcripts may submit the request at Student Services or email the request to examinations@tp.edu.sg. All applications received will be processed on a first-come-first served basis upon full payment.

MODES OF SUBMISSION	REQUIRED DOCUMENTATION	
AT STUDENT SERVICES Mon to Fri (closed on public holidays) 8.30am to 12pm, 1pm to 5.30pm	Completed Request Form	AXS* payment receipt
EMAIL to examinations@tp.edu.sg	Completed Request Form	AXS* payment receipt

- Charges:

ITEMS	ACADEMIC TRANSCRIPT	CCA TRANSCRIPT	LOCAL MAIL	OVERSEAS MAIL (SingPost AR Registered Mail)
CHARGES	S\$ 5.40 per copy	S\$ 5.40 per copy	No charge	S\$ 5.50 per mailing address
*AXS PAYMENT ITEM CODE	DAAACDTFT	DAACCATFT	-	DAAOPOSFT

- Collection and Processing Time:

- For students who have just completed their course of 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 at Counter	Issue at Counter		
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

- 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 at Counter		
BY POST	Within 5 working days (excludes delivery time by post)	Within 5 working days (excludes delivery tie by post)	2-3 working days	14-20 working days

- Application and/or Collection by Proxy:

Proxy is required to produce the following for application and/or collection of transcript in person.

- Completed Request Form (Section A and E),
- Your original NRIC / Passport / Birth Certificate, and
- The proxy's NRIC/Passport.

- 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
- Year Graduated

INSTRUCTIONS:

- 1) Please read the instructions before completing the form.
- 2) Payment can be made via AXS Stations, AXS m-Station and AXS e-Station (Please retain physical or electronic receipt as proof of payment).
- 3) AXS Payment item codes: **Acad Transcript (DAAACDTFT)**, **CCA Transcript (DAACCATFT)**, **Overseas Postage (DAAOPOSFT)**.
- 4) Payment once made, is Non-Refundable.
- 5) Please submit completed form and receipt to Student Services or email them to examinations@tp.edu.sg.
- 6) All applications will be processed on a first-come-first served basis, subject to full payment.
- 7) The Polytechnic **WILL NOT** be liable for any damage to or loss of the Transcript collected by the proxy or sent via mail.
- 8) 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 :

Items	Charges (Inclusive of prevailing GST)	Qty	COLLECTION (Please tick ✓) (within 5 working days from the date of submission. Excludes delivery time by post)		BY POST (Please tick ✓) 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					

Purpose of Request (please tick)	<input type="radio"/> Job Application	<input type="radio"/> Further Education	<input type="radio"/> MINDEF	<input type="radio"/> Others: _____
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^ 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 ESMS : _____
 Amount Paid : _____ 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 : FOR APPLICATION AND/OR COLLECTION BY PROXY

I hereby authorise _____ (Name), _____ (NRIC/Passport No.) to

APPLY COLLECT APPLY and COLLECT the transcript(s) on my behalf.

Note: Your proxy will be required to bring your Identity Card or Passport or Birth Certificate and his/her Identity card or passport.

Name of Applicant : _____ Signature: _____ Date : _____

* delete accordingly