

APPLICATION FOR REPLACEMENT OF CERTIFICATE

(For Full-Time Diploma / Polytechnic Foundation Programme)



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

- Applicant's Name, NRIC/Passport Number
- Course Name, Year Graduated / Completion of Programme
- Reason for replacement of certificate

INSTRUCTIONS:

- 1) Please complete Section A of this form.
- 2) A **non-refundable fee** of S\$21.40 (inclusive of prevailing GST) will be charged for each certificate request.
- 3) The request form and receipt can be submitted via the following modes:

MODES OF SUBMISSION	REQUIRED DOCUMENTS	
	Document	Payment Receipt
AT STUDENT SERVICES Mon to Fri (closed on public holidays) 8.30am to 12pm, 1pm to 5.30pm	Completed Request Form#	Payment can be made via AXS Stations, AXS e-Station, AXS m-Station using the payment item code DAADIPCFT . Please retain and submit the physical or electronic receipt as proof of payment.
EMAIL to examinations@tp.edu.sg	Completed Request Form#	
# Any damaged certificate must be returned to Student Services.		

- 4) The Certificate will be available for collection after 5 working days from the date of submission at Student Services.
- 5) You may authorise a proxy to apply and/or collect on your behalf by completing Section E of this form.
- 6) The Polytechnic **WILL NOT** be liable for any damage to or loss of the Certificate collected by the proxy.
- 7) Certificate that is not collected within 90 days from the application date will be discarded.

SECTION A: TO BE COMPLETED BY APPLICANT

Name: _____ NRIC No. / Passport No.: _____
 Course Name: _____ Year Graduated: _____
 Contact No.: _____ Email Address: _____

Certificate Type (Please tick the appropriate box)
 Full Time Diploma Diploma Plus TP Scholarship Polytechnic Foundation Programme (PFP)

Reason (Please tick the appropriate box) Damaged Lost

DECLARATION:
 I declare that the information & documents furnished with this application are true and correct. I have not wilfully suppressed any material fact. I understand that I can only hold one copy of each certificate. Any damaged certificate must be returned and the Polytechnic must be informed if any lost certificate is recovered.

Signature of Applicant: _____ **Date:** _____

SECTION B: FOR OFFICIAL USE (STUDENT SERVICES) SECTION C: FOR OFFICIAL USE (ACADEMIC AFFAIRS)

Student Status in ESMS: _____	Original Cert s/no.: _____ dated _____
Amt Paid: \$ _____	Replaced Cert s/no.: _____ dated _____
Receipt No: _____	Processed by: _____ (Name/date)
Processed by: _____ (Name/date)	Received by: _____ (Name/date)

SECTION D: ACKNOWLEDGEMENT OF COLLECTION OF CERTIFICATE AT STUDENT SERVICES

Name: _____ **Signature:** _____ **Collection Date:** _____

SECTION E: APPLICATION AND COLLECTION OF CERTIFICATE BY PROXY

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

APPLY COLLECT APPLY & COLLECT the Certificate(s) on my behalf.

Name of Applicant: _____ **Signature:** _____ **Date:** _____

Note: Your proxy is required to bring this form with (Section A and E) duly completed, your NRIC/ Passport/ Birth Certificate and his/her NRIC/ Passport.