

# REQUEST FOR STATEMENT OF EXAMINATION RESULTS

(For Full-Time students who have not completed their full 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
- Course Title

## INSTRUCTIONS:

- 1) Complete Section A of the form and submit it to Student Services (Mon to Fri: 8:30am to 12pm, 1pm to 5:30pm, closed on public holidays).
- 2) A non-refundable fee of S\$ 3.20 (inclusive of prevailing GST) will be charged for each set of Statement of Examination Results.
- 3) The Statement of Examination Results will be issued at the counter after payment has been made.
- 4) For posting of documents overseas, an additional fee of S\$ 5.50 (non-refundable) will be charged for each overseas address.
- 5) Payment can be made via AXS Stations, AXS m-Station and AXS e-Station using the payment item code **DAASTRSFT**.
- 6) Please retain the physical or electronic receipt as proof of payment.
- 7) For application and collection by proxy, your proxy must produce the following documentations:
  - Completed Form (Section A and D),
  - Your original NRIC / Passport / Birth Certificate, and
  - The proxy's NRIC / Passport.

## SECTION A : TO BE COMPLETED BY APPLICANT

Name : \_\_\_\_\_ Admission No.: \_\_\_\_\_ Course : \_\_\_\_\_

Contact No.: \_\_\_\_\_ E-mail Address : \_\_\_\_\_

## FOR SELF COLLECTION

Please indicate the number of sets required : \_\_\_\_\_

## FOR MAILING REQUEST

If you have been instructed by a University's Admission Office for your Statement of Results to be sent directly from Temasek Polytechnic, please attach the University's instruction and completed forms (if any) to this request form.

Please indicate (tick ) the type of mail required.

No. of sets	Local	Overseas <sup>^</sup>	Mailing Address

<sup>^</sup> Overseas Mail is via SingPost AR Registered mail. Estimated delivery time: 14 to 20 working days

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

## SECTION B : FOR OFFICIAL USE (STUDENT SERVICES)

Amount Paid : \_\_\_\_\_

Receipt No. : \_\_\_\_\_

Processed by : \_\_\_\_\_

## SECTION C: FOR OFFICIAL USE ( AA/ ECA )

Printed on: \_\_\_\_\_

Processed by : \_\_\_\_\_

Mail out on : \_\_\_\_\_

## SECTION D : FOR APPLICATION AND COLLECTION BY PROXY

I hereby authorise \_\_\_\_\_ (Name), \_\_\_\_\_ (NRIC/Passport No.) to apply and collect the Statement of Results on my behalf.

Name of Applicant : \_\_\_\_\_ Signature: \_\_\_\_\_ Date : \_\_\_\_\_

\* delete accordingly