

# PROCEDURE FOR COLLECTION OF DIPLOMA

## (Full-time Graduates)

Those who are unable to attend their graduation can collect their diplomas as follows:

### 1. **Collection Period**

- Venue : **Connexions@TP**  
Administration Block 9, Lobby D, Level 2
- Period : From 16 May 2025
- Time : Monday to Friday (excluding public holiday)  
8.30am – 5.30pm (closed from 12pm to 1pm for lunch)

### 2. **Outstanding Payments and Loans**

Graduates must settle all outstanding payments (e.g. fees and fines) and/or loans of TP property (e.g. library books, sports & other equipment) first before collecting their academic documents at **Connexions@TP**. TP will withhold their academic documents, including digital versions until all outstanding payments are settled.

### 3. **Collection in Person**

Please bring along your Matriculation Card / Identity Card / Passport as proof of your identity for the collection.

### 4. **Collection by Proxy**

If you are unable to collect your diploma personally, you may authorise a proxy to collect it on your behalf by submitting the online form [Collection of Diploma Certificate By Proxy](#). The proxy must bring your Matriculation Card / Identity Card / Passport, and his / her Identity Card / Passport on the day of collection at Student Services. Please note that Temasek Polytechnic is not liable for any damage to or loss of the documents collected by the proxy.

### 5. **Retention Period**

The Polytechnic will keep your diploma for a period of 2 years. Thereafter, all uncollected items will be disposed of without further notice. Request for a reprint will be subject to prevailing charges.