

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 : Student Services
Administration Block 9, Lobby C, Level 2
- Period : From 15 May 2024
- 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 loans of TP property (e.g. library books, sports & other equipment) first before collecting their academic documents at Student Services. TP will withhold the academic documents 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.