

# PROCEDURE FOR COLLECTION OF DIPLOMA

## (Part-time Graduates)

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

### 1. **Collection Period**

Venue : Temasek SkillsFuture Academy (TSA)  
East Wing Block 1A, Level 3, Unit 109

Period : From 26 May 2025

Time : Monday - Thursday: 8:30am - 6:00pm  
Friday: 8:30am - 5:30pm

Closed during lunchtime, 12:00pm - 1:00pm  
and on weekends and public holidays.

### 2. **Collection in Person**

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

### 3. **Collection by Proxy**

If you are unable to collect your diploma personally, you may authorise a proxy to do so on your behalf. The proxy must present your Matriculation Card / Identity Card / Passport, and his / her Identity Card / Passport together with the duly completed and signed proxy form for the collection. Please note that Temasek Polytechnic is not liable for any damage to or loss of the documents collected by the proxy.

### 4. **Retention Period**

The Polytechnic will keep your diploma for a period of 1 year. Thereafter, all uncollected items will be disposed of without further notice. Request for a reprint will be subject to prevailing charges.