

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 NRIC/Passport Number and Year of Graduation / Completion of Programme
- Payment Mode (NETS / Cashcard / Cheque)
- Reason for replacement of certificate

INSTRUCTIONS:

1) Please complete Section A of this form and submit it with the required documentations to *Student Services, Temasek Polytechnic, Admin Block 9, Level 2, Lift Lobby C, 21 Tampines Avenue 1, Singapore 529757.*

Replacement Reason	Submission of Form	Required Documents
Damaged	In Person (No proxy is allowed)	The Original Diploma/Certificate (to be returned to TP)
Lost	In Person or via Mail	-

- 2) A **non-refundable fee** of S\$21.40 (inclusive of prevailing GST) will be charged for **each certificate request**.
- 3) Payment can be made via :
- NETS / Cashcard at Student Services (*Open from Mon to Fri: 8.30am to 5.30pm*)
 - Cheque (crossed and made payable to "**Temasek Polytechnic**" in Singapore currency. Post-dated cheques will not be accepted) .
 - Bankdraft (made payable to "**Temasek Polytechnic**" to be drawn in Singapore dollars).
- 4) The Certificate will be available for collection after 5 working days from the date of submission, subject to full payment or cheque/bankdraft clearance.
- 5) If you are unable to collect your Certificate personally, you may authorise a proxy to collect on your behalf (Please complete Section E). Your proxy is required to produce the completed Proxy Form (Section E), your Identity Card/ Passport / Birth Certificate and his/her Identity Card during collection.
- 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 / Completed: _____

Tel No.: _____ (Home) _____ (Handphone) _____ (Office)

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.

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

SECTION B: FOR OFFICIAL USE (STUDENT SERVICES)

Student Status in TPSAMS: _____

Amt Paid: _____ (NETS / Cashcard / Cheque)*
* delete accordingly

Receipt No: _____ Receipt Date: _____

Processed by: _____
(Name & Signature)

SECTION C: FOR OFFICIAL USE

Original Certificate No.: _____ dated _____

Replaced Certificate No.: _____ dated _____

Delivered by: _____ Date: _____
(Name & Signature)

Received by: _____ Date: _____
(Name & Signature)

SECTION D: ACKNOWLEDGEMENT FOR COLLECTION OF CERTIFICATE AT STUDENT SERVICES

Name: _____ Signature: _____ Collection Date: _____

----- Detach if necessary -----

SECTION E: REQUEST FOR COLLECTION OF CERTIFICATE BY PROXY

I hereby authorise _____ (Name), _____ (NRIC/Passport No.) to collect my Certificate on my behalf.

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

Note: Your proxy is required to bring the duly completed and signed Proxy Form, your Identity Card/ Passport / Birth Certificate and his/her Identity card for collection of the above document.