

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
- Number of copies required and Payment mode (NETS / Cashcard)

INSTRUCTIONS:

- 1) Complete Section A of the form and submit it to Student Services (Mon to Fri: 8:30am to 5:30pm) for processing.
- 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) Student who requires the Statement of Examination Results to be sent to a University will need to complete Section B of the form.
- 5) For posting of documents overseas, an additional fee of S\$ 5.50 (non-refundable) will be charged for each overseas address.
- 6) Payment can be made via NETS or Cashcard at Student Services.
- 7) For application and collection by proxy, your proxy must produce the following documentations:
 - An authorisation letter from you (to authorize the proxy to request and/or to collect the document on your behalf),
 - 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 : _____

Please indicate the number of sets required.

Statement of Examination Results	No. of sets

Signature of Applicant : _____ Date : _____

SECTION B : FOR MAILING REQUEST

1. 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.
2. Please indicate (tick) the type of mail required.

Statement of Results (No. of sets)	Local	Overseas [^]	Mailing Address

[^] Overseas Mail is via SingPost AR Registered mail. Estimated delivery time: 14 to 20 working days

SECTION C : FOR OFFICIAL USE (STUDENT SERVICES)

Amount Paid : _____ (Cashcard / Nets / Cheque)*

Receipt No.: _____

Processed by : _____

SECTION D: FOR OFFICIAL USE (EXAMS & COURSE ADMIN)

Printed on: _____

Processed by : _____

Mail out on : _____

* delete accordingly