

### Request for Replacement of the Degree Certificate

Complete and submit this form together with the non-refundable replacement fee receipt to the Student Services Hub located at Basement 1, the Concourse, under Li Ka Shing Library (opposite Dental@Uni) during the following hours: Monday to Friday, 10:00am to 5:00pm (closed from 1pm to 2.30pm).

Payment can be made at the Student Services.

Incomplete forms, supporting documents and those without payment enclosed, will not be processed. Please note that Office of the Registrar **do not mail** degree certificate once replacement is ready for collection.

Name: \_\_\_\_\_  
*(as in your degree certificate or official transcript)*

Student Identification Number *(as printed on student matric card)* **OR**  
NRIC/FIN Number *(last 3 digits + alphabet)*: \_\_\_\_\_

Date of Birth *(DD/MM/YYYY)*: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Programme Type:  Undergraduate  Graduate Date Degree was  
*(tick )* *(use separate form for each type)* Conferred: \_\_\_\_\_  
*(DD/MM/YYYY)*

School Attended:  School of Accountancy Amount Enclosed: S\$ \_\_\_\_\_  
*(tick )*  Lee Kong Chian School of Business *(ensure correct amount to avoid*  
 School of Economics *delay; do not mail cash)*  
 School of Information Systems  
 School of Social Sciences  
 School of Law

Degree Name: \_\_\_\_\_

Reason for requesting replacement: \_\_\_\_\_

Supporting Document attached: \_\_\_\_\_  
*(please specify)*

Contact No(s): \_\_\_\_\_  
*(in case we encounter problems processing your order)*

Special Instructions: \_\_\_\_\_

If you are authorising a proxy to collect the additional copy of official transcript on your behalf, you will need to email the completed and signed Authorisation Form (can be downloaded at <https://alumni.smu.edu.sg/services/replacement-certificates>) to registrar@smu.edu.sg at least 3 days before the proxy comes to our office to collect the document. As a form of authentication, the email must be sent from your SMU email. Please contact IT Help Centre at helpdesk@smu.edu.sg or call them at 6828 0123 if you need to reset your password. The proxy must present the completed form (duly signed) and his/her NRIC/FIN/Passport as proof of identity when collecting the documents. SMU reserves the right not to issue the degree certificate and transcript to the proxy if the graduate does not email us the authorisation form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Office Use Only**

Amount Received: S\$ \_\_\_\_\_ Receipt No: \_\_\_\_\_

Date Received: \_\_\_\_\_ Date Processed: \_\_\_\_\_