



**Request for Re-issuance of Certified Digital Document
(applicable to students who have officially graduated)**

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

Payment can be made at the Student Services Hub.

Incomplete forms, and those without correct payment enclosed, will **not be processed**.

Name of Graduate : _____
(as in your NRIC/FIN, in FULL and BLOCK letters)

Student Identification No. (as printed on student matric card)
or NRIC/FIN No. (last 3 digits + alphabet) : _____

Degree Conferred : _____

Date of Birth (DD/MM/YYYY) : _____

Type of digital document required: : Digital Degree Certificate (Double Degree) (S\$18)
(tick) Digital Degree Certificate (Single Degree) (S\$9)
 Digital Official Transcript (S\$7)

Contact number : _____

Email address : _____

How to Retrieve

The document(s) will be made available 3 working days from the payment receipt date and for a period of ONE MONTH via the following download service:

Alumni website (<https://alumni.smu.edu.sg/>) > Quick Links > Download Digital Certificate (need SMU login)

If you have forgotten your SMU login ID/password, please contact IT Help Centre at helpdesk@smu.edu.sg or call them at 6828 0123.

Signature

Date