



Request for Re-issuance of Digital Transcript

(only applicable to exchange students who completed their exchange programme after May 2021)

Complete and email this form together with Credit Card Payment Form to digitalcert@smu.edu.sg

Incomplete Request Form and/or Request Form submitted without Credit Card Payment Form, will **not be processed**.

Name of Student : _____
(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) : _____

Programme Completed : _____

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

Type of digital document required: : Digital Official Transcript (S\$7)

Contact number : _____

Home university email address : _____

How to Retrieve the Digital Transcript

After we process your request, we will email the digital transcript to your home university email address.

Signature

Date