



**Request for Additional Copies of the Official Transcript (only for those who had graduated)**

Complete and submit this form together with the non-refundable official transcript fee 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 payment enclosed, will not be processed.

Name: \_\_\_\_\_  
*(as in your 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)*: \_\_\_\_\_

Transcript Type Required:  Undergraduate  Non-Graduating/Exchange  Graduate  Graduate  
*(tick )* *(use separate form for each type)* Order Quantity: \_\_\_\_\_

Receiving Method: I would like to receive my order – Amount Enclosed: S\$  
*(tick )*  In Person *(ensure correct amount to avoid delay; do not mail cash)*  
 By Courier to the Address

1. Mail \_\_\_\_\_ transcript(s) to Name: \_\_\_\_\_  
Destination Address: \_\_\_\_\_

*(Note: DHL cannot deliver to P.O box)*

Contact person & No: \_\_\_\_\_

2. Mail \_\_\_\_\_ transcript(s) to Name: \_\_\_\_\_  
Destination Address: \_\_\_\_\_

*(Note: DHL cannot deliver to P.O box)*

Contact person & No: \_\_\_\_\_

3. Mail \_\_\_\_\_ transcript(s) to Name: \_\_\_\_\_  
Destination Address: \_\_\_\_\_

*(Note: DHL cannot deliver to P.O box)*

Contact person & No: \_\_\_\_\_

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

Required documents to be sealed & signed by Registrar *(tick )*  Yes  No

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/benefits/replacement-scroll/order-additional-transcripts>) 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**

Date Collected \_\_\_\_\_

Signature \_\_\_\_\_