



**Request for Re-issuance of Certified Digital Document  
(only applicable to graduates of January 2013 and onwards)**

Complete and submit this form together with the non-refundable payment receipt to the **Office of the Registrar** during office hours (avoid lunchtime).

Payment can be made at:

- **Office of Finance** from Tuesdays to Thursdays (11:00am to 2:00pm); or
- AXS machine located at Level 1, Administration Building (near lobby); or
- you may submit the credit card payment form.

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. : \_\_\_\_\_  
(NRIC or FIN number)

Degree Conferred : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

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](mailto:helpdesk@smu.edu.sg) or call them at 6828 0123.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date