



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 Office of the Registrar during office hours (please avoid lunchtime). Payment can be done at the **Office of Finance** during the following hours: Tuesdays to Thursdays (1100 hours to 1400 hours). Incomplete forms, and those without payment enclosed, will not be processed.

Name: _____
(as in your official transcript)

Student Identification No: _____ *(NRIC of FIN number)* Date of Birth: _____ *(dd mmm yyyy)*

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

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

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 Yes No
(tick)

Special Instructions: _____
(authorization for collection by proxy, separately packaged transcript required)

Signature

Date

Office Use Only	
Date Collected _____	Signature _____