



### Request for Replacement of the Degree Scroll

Complete and submit this form together with the non-refundable replacement fee receipt to the Office of the Registrar during office hours (please avoid lunchtime). Payment can be done at the **Student Services Hub** (opposite Dental@Uni) during the following hours: Monday to Friday (10:00am to 5:00pm).

Incomplete forms, supporting documents and those without payment enclosed, will not be processed.

Please note that Office of the Registrar **do not mail** degree scroll once replacement is ready for collection.

Name: \_\_\_\_\_  
*(as in your degree scroll or official transcript)*

Student Identification No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
*(dd mmm yyyy)*

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Programme Type:  Undergraduate  Graduate Date Degree was Conferred: \_\_\_\_\_  
*(dd mmm yyyy)*  
*(tick )* *(use separate form for each type)*

School Attended:  School of Accountancy Amount Enclosed: S\$ \_\_\_\_\_  
*(tick )*  Lee Kong Chian School of Business *(ensure correct amount to avoid delay; do not mail cash)*  
 School of Economics  
 School of Information Systems  
 School of Social Sciences  
 School of Law

Degree Name: \_\_\_\_\_

Reason for requesting replacement: \_\_\_\_\_

Supporting Document attached: \_\_\_\_\_  
*(please specify)*

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

Special Instructions: \_\_\_\_\_  
*(authorization for collection by proxy, etc.)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>Office Use Only</b>	
Amount Received: <u>S\$</u> _____	Receipt No: _____
Date Received: _____	Date Processed: _____