



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 Office of Finance during the following hours: Tuesdays to Thursdays (1100 hours to 1400 hours).

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: (tick [x]) [] Undergraduate [] Graduate Date Degree was Conferred: _____ (dd mmm yyyy) (use separate form for each type)

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

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

Office Use Only
Amount Received: S\$ _____ Receipt No: _____
Date Received: _____ Date Processed: _____