Singapore Polytechnic

Submit at:
https://for.edu.sg/spenquiryform

Enquiries:
General Enquiry Line: 6775 1133
Enquiry Form:
https://for.edu.sg/spenquiryform

AUTHORISATION FORM
FOR THE POSTING OF DIPLOMA & ACADEMIC TRANSCRIPT

Section 1: Graduand's Details			
Full Name:			
SP Admission No.:		**NRIC / FIN / Passport No.:**	
Diploma Course Name:		**Year of Graduation:**	
Email Address:		**Contact No.:**	

Section 2: Overseas Mailing Address			
House / Building No.:			
Street Name:			
City:		**State / Province:**	
Postal Code:		**Country:**	

Section 3: Declaration
1. **I, the undersigned, would like to authorise the Examinations Office to mail my diploma, academic transcript and prizes (if any) to the overseas address stated above.**
2. **I understand that no replacements will be made by the Examinations Office if any of these documents are damaged or lost.**
3. **I confirm that the above information is accurate and true.**
4. **I have enclosed with this form a copy of my identity document (NRIC/Passport/SP Student Admission Card).**

_____ _____

Graduand's Signature **Date**