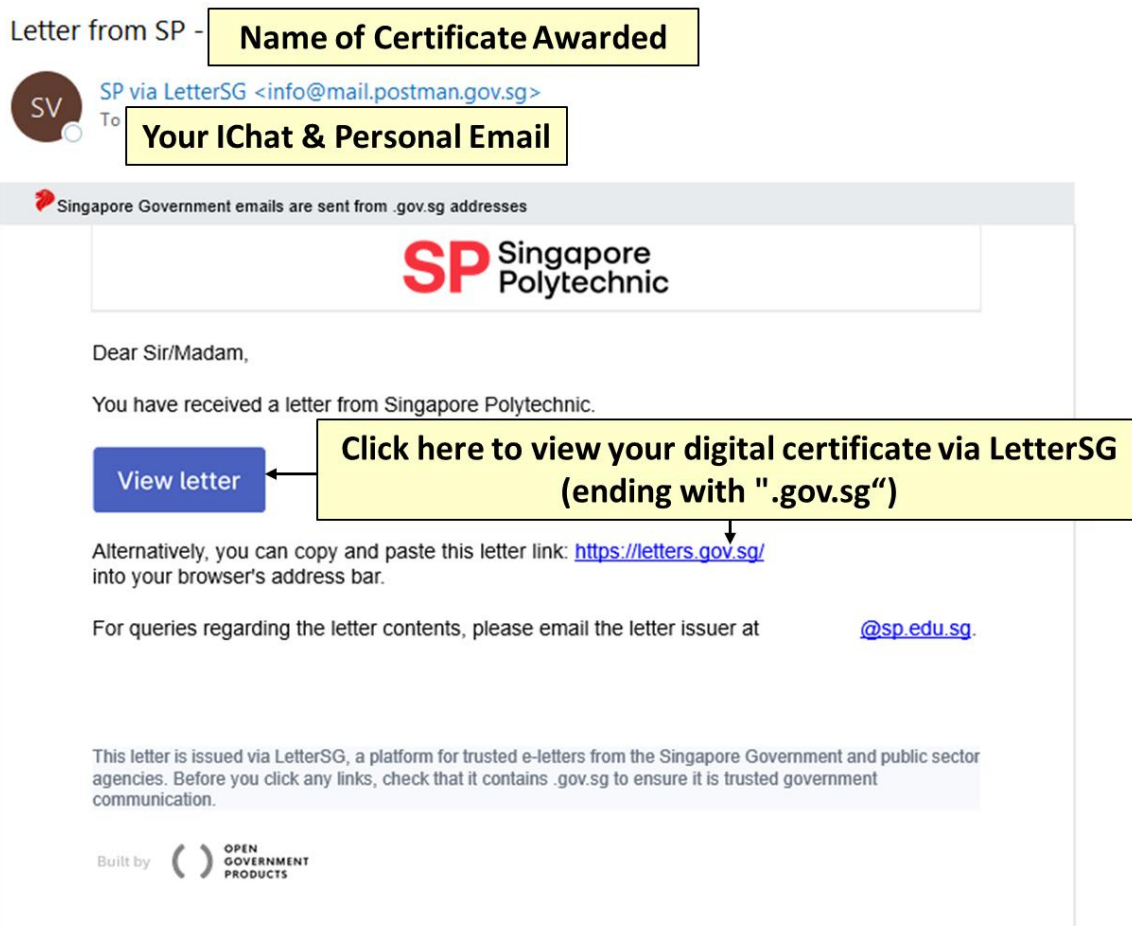


LetterSG Digital Certificate Guide

Beginning in AY25/26, students who complete a set of related elective modules will receive a digital elective certificate. For students who received their elective certificate before AY25/26, the digital certificate will be issued progressively.

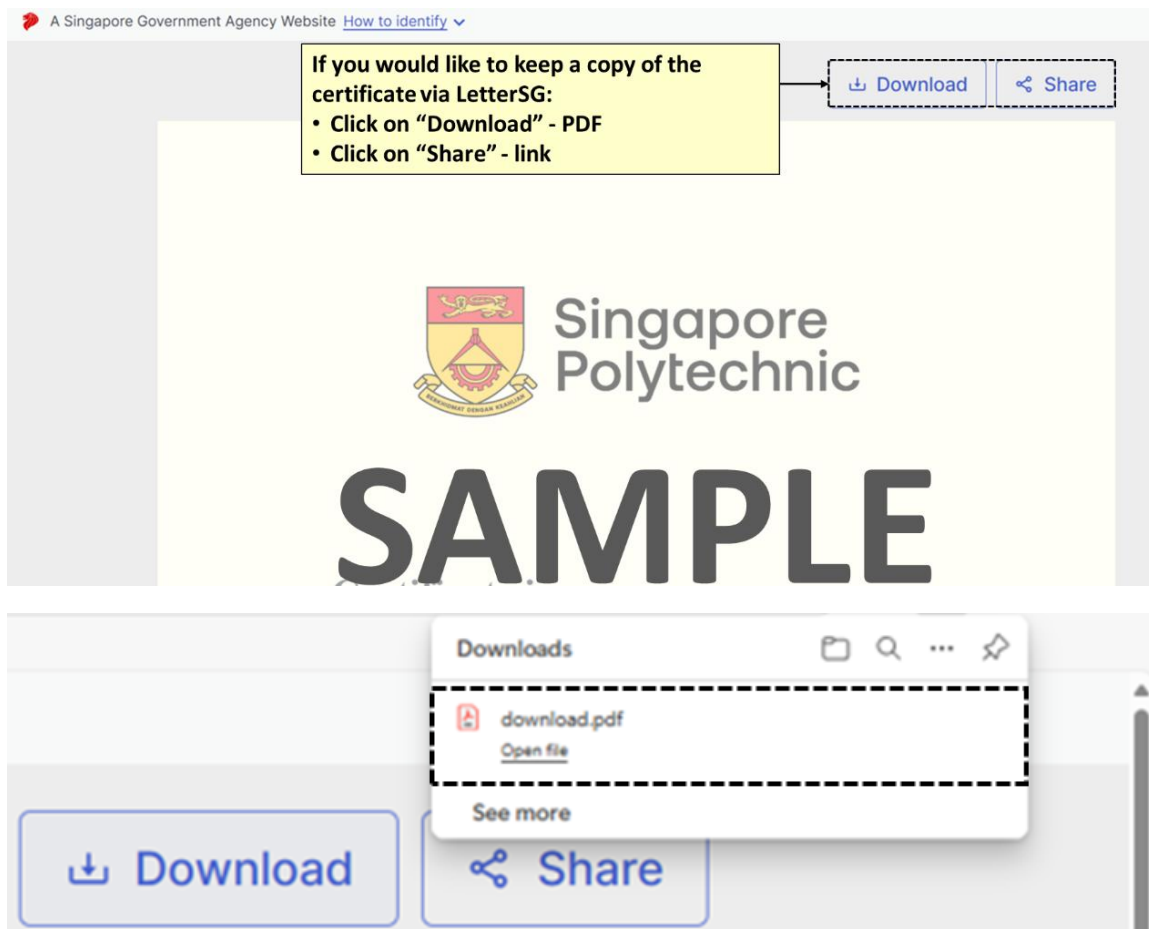
1. How will my digital certificate be issued?

- Your certificate will be issued to you via LetterSG.
- Upon issuance of your certificate, you will receive a copy of the email below at your IChat and personal email.
- To access your certificate, click on the “View letter” button or the link ending with “.gov.sg” in the email.



2. What should I do after receiving my digital certificate?

- Certificates issued via LetterSG do not expire and will always remain accessible.
- To ensure continued access after graduation, you may:
 - a. Add the certificate to your **LinkedIn** profile (refer to this [link](#))
 - b. Download a PDF copy via LetterSG (refer to this [link](#) and screenshots below)
 - c. Share the certificate link with yourself through LetterSG (refer to screenshots below)
 - d. Download and save a copy of the email




3. How can I share my digital certificate with my prospective employers/universities?


- You may share a copy of your certificate link or the PDF copy with your prospective employers/universities.
- They can validate the certificate authenticity via the following methods:
 - Link: If the link is altered, the .gov.sg domain will display “Certificate not found.”
 - PDF copy: Click the verification link in the footer of the PDF. If the document has been modified, the version displayed on the .gov.sg domain will not match.


4. Who should I contact if I need assistance regarding my certificate?

- If you require further help, please contact the certificate issuer indicated in the email you received.

Letter from SP - **Name of Certificate Awarded**

 SP via LetterSG <info@mail.postman.gov.sg>
To **Your IChat & Personal Email**

 Singapore Government emails are sent from .gov.sg addresses



Dear Sir/Madam,


You have received a letter from Singapore Polytechnic.

[View letter](#)

Alternatively, you can copy and paste this letter link: <https://letters.gov.sg/> into your browser's address bar.

For queries regarding the letter contents, please email the letter issuer at [@sp.edu.sg](mailto:info@sp.edu.sg)

This letter is issued via LetterSG, a platform for trusted e-letters from the Singapore Government and public sector agencies. Before you click any links, check that it contains .gov.sg to ensure it is trusted government communication.

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