Singapore Polytechnic

Submit personally at:

One Stop Centre
Block T16, Level 2

Enquiries:

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

AUTHORISATION FORM
FOR THE COLLECTION OF DIPLOMA & ACADEMIC TRANSCRIPT

Instructions
The bearer of this form must produce **his/her <u>original</u> identity card or passport** and the **graduate's <u>original</u> SP admission card (or birth certificate/NRIC/Passport)** prior to collection of documents at the One Stop Centre. **Photocopied IDs will not be accepted**.

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

Section 2: Proxy's Details	
Full Name:	
NRIC / FIN / Passport No.:	

Section 3: Authorisation
1. I, the undersigned, would like to authorise the bearer of this form (refer to Section 2) to collect my diploma, academic transcript and prizes (if any) on my behalf.
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.

Graduate's Signature _____ **Date** _____

Last updated on 23-Feb-26