



## Request for Replacement or Certified True Copy of Certificate / Transcript / Course Verification Letter / Completion Letter

This form will take approximately 5 minutes to complete. You will need the following information to complete the form:

- Your NRIC / Passport / Course Name and Batch Number.
- Original copy of police report (if replacement is due to loss of Certificate / Transcript). Without a police report, you may request for a Certified True Copy. This is a photocopy of your certificate or transcript "Certified True Copy" by MDIS.
- Deed poll (if replacement is due to change of name).
- Processing time: 14 working days. A collection letter will be sent to your mailing address when the documents are ready for collection.
- **Write LEGIBLY and in CAPITAL LETTERS. All fields are mandatory.**

### Part I: To be completed by Graduate / Student

Name of Graduate / Student: \_\_\_\_\_

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

NRIC / Passport No: \_\_\_\_\_ Email Address: \_\_\_\_\_

Tel No (H/O): \_\_\_\_\_ (HP): \_\_\_\_\_

Course Name: \_\_\_\_\_ Batch Number: \_\_\_\_\_

**I am requesting for:** (please tick the appropriate box)

Replacement (Including GST)	Certified True Copy or Course Verification Letter / Completion Letter (Including GST)
<input type="checkbox"/> <b>Certificate – S\$53.50</b>	<input type="checkbox"/> <b>Certificate – S\$32.10</b>
<input type="checkbox"/> <b>Transcript – S\$53.50</b> (for pre-degree)	<input type="checkbox"/> <b>Transcript – S\$32.10</b>
<input type="checkbox"/> <b>Transcript – S\$107.00</b> (for degree and post graduate)	<input type="checkbox"/> <b>Course Verification Letter/ Completion Letter – S\$32.10</b> (with grades)

### Reason for Replacement:

**Change of Name**  
(to attach Deed poll, Original Certificate and Transcript and copy of NRIC / Passport)

**Damaged**  
(to attach Original Certificate and Transcript and copy of NRIC / Passport)

**Lost**  
(to attach Police Report and copy of NRIC / Passport)

**Others, please specify:** \_\_\_\_\_  
(to attach a copy of NRIC / Passport)

### DECLARATION:

I hereby declare that the particulars and information furnished in this form are true and I have not wilfully suppressed any material facts.

Signature of Graduate / Student: \_\_\_\_\_ Date: \_\_\_\_\_

### Part II: To be completed by staff

Amount Paid: \_\_\_\_\_ Processed by: \_\_\_\_\_

(Name / Signature)

Receipt No\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please attach a copy of the payment receipt)**