

AUTHORISATION FORM FOR COLLECTION OF DIPLOMA CERTIFICATE / ACADEMIC TRANSCRIPT

Before completing this form, please read the instructions & notes.

Date received by One-Stop Centre

INSTRUCTIONS & NOTES

1. This form is only used by graduates who would like to authorize a proxy to collect the Diploma Certificate / Academic Transcript on their behalf.
2. For verification purpose, the proxy is required to produce the following documents at the One Stop Centre for the collection:
 - a. Completed authorisation form for collection of Diploma Certificate / Academic Transcript
 - b. Completed clearance form for graduating student
 - c. A copy of the applicant's NRIC (both sides) or Passport (personal particulars page)
 - d. A copy of the proxy's NRIC (both sides) or Passport (personal particulars page)
3. The proxy is also required to settle any outstanding fees/fines/penalty cost of equipment and library books on your behalf.
4. Republic Polytechnic, including its staff members, shall not be held responsible for any loss or damages to the Diploma Certificate / Academic Transcript after your proxy has collected the items.
5. The Diploma Certificate / Academic Transcript will not be replaced. No duplicate copy will be made if the Diploma Certificate is lost or damaged. Additional copies of the Academic Transcript can be requested via E-Services: Students. There will be a charge imposed on each copy.

Particulars of Applicant (Graduate)

Name: _____

NRIC/FIN: _____

Course: _____

Tel/Handphone: _____

Address: _____

Particulars of Proxy (Authorized Person)

Name: _____

NRIC/FIN: _____

Tel/Handphone: _____

Address: _____

Applicant's Authorisation

I, the undersigned applicant, hereby authorize the above person to collect the Diploma Certificate and Academic Transcript on my behalf. The above person is also authorized to settle any outstanding fees/fines/equipment on my behalf.

I declare I have read and understood the instructions and notes stated above.

Signature of Applicant

Date