

REQUEST FOR CERTIFICATE FORM



IMPORTANT NOTES

1. Please note that your certificate and official transcript would be issued within eight (8) weeks after the submission deadline of this form.
2. Please note that punctuation would be omitted in the reflection of name.
3. Requests for reprinting of certificates and/or transcript are subjected to a processing fee of S\$48.15 (inclusive of GST) for the certificate (up to a maximum of one time) and S\$37.45 (inclusive of GST) for the official transcript (up to a maximum of one time). You are also required to justify the request.
4. ERCI would not re-issue certificate and/or official transcript in account of a change in name arising out of marriage, divorce, deed poll etc.
5. You are required to return the certificate and/ or official transcript (if collected) in exchange for the amended certificate and/or official transcript. Missing certificates should be justified with a filed police report in order to be eligible for a re-print.
6. ERCI will not be responsible for the wrong reflection of name, should it be due to illegible handwriting in this form.
7. Complete this form in capital letters for legibility purposes.
8. Ensure that this form is duly filled out and signed. Please submit the completed form to your respective programme manager.

PART A: STUDENT INFORMATION

Programme:

Student ID:

Date of Completion:

Name to be reflected on Certificate (Full Name as per NRIC/Passport)

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NRIC/Passport Number:

Contact Number:

Email Address:

PART B: STUDENT ACKNOWLEDGMENT

I affirm that I have read and agreed with the above 'Important Notes' section and all the information provided is accurate.

Signature:

Date:

PART C: PROCESSED BY REGISTRAR OFFICE

Date Issued:

Certificate Reference No.:

Remark (If any):