

## APPLICATION FOR CERTIFIED STATEMENT / STATEMENT OF RESULTS / ACADEMIC TRANSCRIPT

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This form may take you 5 minutes to fill in. You will need the following information to fill in the form:

□ NRIC/FIN, academic programme, examination series, centre and scheme of study/examination.

## **NOTES TO APPLICANT**:

- 1 This application is for the following types of Statement:
  - Statement of Results shows module results attained by the applicant in one examination series.
  - Academic Transcript shows all module results attained by the applicant in the programme. The Academic Transcript is not
    issued for programmes under pre-Semester-based Credit Training (pre-SCT) System. A Statement of Results is issued for preSCT programmes.
  - Certified Statement certifies award of certificate. It is issued in place of the original certificate.
  - Certified Statement for Full-time Higher Nitec or Nitec Early Leavers shows module(s) passed by full-time applicants who left without completing the programme of study.
- 2 A non-refundable administration fee of \$10 is payable for each type of statement(s) requested within the same application form.
- 3 Application <u>by post</u> is to be addressed to ITE HQ Customer Service Centre at 2 Ang Mo Kio Drive, Singapore 567720, accompanied by a crossed cheque made payable to *Institute of Technical Education*.
- 4 Processing and delivery by post of the statement(s) applied may take up to <u>one week</u> from the date the application is received by ITE. ITE will bear no responsibilities for the loss or damage of posted documents.
- 5 Alternatively, applicant may choose to collect the statement(s) personally at the ITE HQ Customer Service Centre by putting a tick Item F. Applicant will be informed of the date of collection through his/her contact number indicated in the application form within 3 working days from the date of application. Uncollected Certified Statements, Statement of Results and Transcripts for 3 months from date of notification would be destroyed and a new application would need to be submitted.

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