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| 1. **DETAILS OF GRADUATE**

 **Please use BLOCK LETTERS and supply all information as required below**  |
| **Name of Student** **(as per NRIC/Passport)** | Title: DR ( ) MR ( ) MRS ( ) MS ( ) MISS ( )  |
| **Contact Number** | Country Code: Number:  |
| **Date of Birth (DD-MM-YYYY)** |   |
| **NRIC/ FIN/ Passport Number****(please delete as appropriate)** |  |
| **Email Address** |  |
| **Graduated From** **(Programme and intake number)** |   |
| **Month and Year of Graduation****(MMM-YYYY)** |  |
| 1. **I WANT TO APPLY FOR – Please select (√)**
 |
| **Item(s)** | **Details**  | **Fee chargeable\*** |
| **Transcript(s)** | Maximum 3 copies per application | **( ) 1 copy: SGD20 (include GST)**\***( ) 2 copies: SGD40 (include GST)**\***( ) 3 copies: SGD60 (include GST)**\**\*Exclusive of delivery charges* |
| **Certificate** | Only ONE copy is allowed and subject to the approved reasons. |  **( ) SGD75**\**\*Exclusive of delivery charges* |
| 1. **DELIVERY OPTIONS AND DETAILS - Please select (√)**
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| **( ) By Collection** (Transcript not collected 90 days, from date of notification for collection, will be destroyed.)* Kaplan Higher Education (POMO Campus), Program Management Office - Reception Counter, Level 7
* Monday to Friday (except Public Holiday): 9am to 6pm Tel: (65) 6733 1877
* When collecting the transcript, your official photo identification (i.e. NRIC or passport) and official receipt are required.
* If you are sending a proxy to collect your transcript, he/she must produce the Authorisation Form for Collection of Transcript/Certificate), duly completed and signed by you, your payment receipt, a copy of your photo ID and the proxy’s photo ID.

**( ) By Post (Please tick only one) and complete details in No. 4. POSTAGE (page 5)** ( ) Express Post within Singapore: $12.00 ( ) Courier Service Fee by DHL: $80.00* Items may be subjected to customs inspection which results in additional time required for overseas delivery*.*
* *A* flat rate <0.5kg will be levied on all postal request.
* Kaplan will not be liable for any loss of mails.
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| 1. **POSTAGE**
* **Please complete this section by BLOCK LETTER if you choose the document(s) to be sent by Post or Overseas Courier only.**
* **Kaplan Singapore does not deliver to P.O. boxes: a deliverable street address is required.**
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| Post my transcript/certificate to (Name of Institution, if applicable): |
| Name (Underline Last/ Surname Name):   | Title: DR( ) MR( ) MRS ( ) MS ( ) MISS ( ) Other: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Mailing address:  |
| Postal Code:  | Contact Number:  | Country: | State:  |

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| 1. **PAYMENT METHODS AND DETAILS - Please select (√)**
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| ( ) **Payment method for request made in Singapore:**Payment can be made in person at Student Services Counter, at Wilkie Edge Campus, Level 2 or POMO Campus, Level 7 Monday to Friday: 9am to 9pm and Saturday: 9am to 3pm (except Public Holiday)( ) **Payment method for request made out of Singapore:** **Telegraphic Transfer:**Bank Name: DBS Bank LtdBank Address: 6 Shenton Way, DBS Building S068809Beneficiary’s Name: Kaplan Higher Education Academy Pte LtdAccount No. / Swift Code: 001-900452-7 / DBSSSGSGBeneficiary’s Address: 1 Selegie Road, #06-01, Pomo, Singapore 188306*(A processing fee and bank charges are applicable to all telegraphic transfers, Kaplan Singapore will only process your application upon receiving your full payment).***Note: PLEASE COMPLETE THE APPLICATION FORM ABOVE AND EMAIL TO** **academicrecords.sg@kaplan.com****Please make your payment after a sales order number is created for your application:**A sales order number will be sent to your email. Please quote and indicate the sales order number when making the payment at the Student Services Counter or via Telegraphic Transfer:**Sales Order Number of your application : \_\_\_\_\_\_\_\_\_\_\_\_\_\_****Total payment of your application including Delivery Charges (if any):** **SGD$\_\_\_\_\_\_\_\_\_\_\_\_** |

This information you have provided will be treated with the strictest confidentiality and in accordance to the Kaplan Privacy Policy. <http://www.kaplan.com.sg/about/privacy-policy/>. By signing this form, you give consent to our use of your information.