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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 (√)** | | | |
| **( ) 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. | | | |
| 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 (√)** |
| ( ) **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 Ltd  Bank Address: 6 Shenton Way, DBS Building S068809  Beneficiary’s Name: Kaplan Higher Education Academy Pte Ltd  Account No. / Swift Code: 001-900452-7 / DBSSSGSG  Beneficiary’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**](mailto: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$\_\_\_\_\_\_\_\_\_\_\_\_** |

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