

REQUEST FOR TRANSCRIPT OF ACADEMIC RECORD

- Note:
1. Please complete Sections I, II and III of this application form in **BLOCK** letters.
 2. Payment by cheque should be made payable to 'National Institute of Education'. For payment by money order, another \$0.25 must be added to the total amount payable to cover administrative charges.
 3. A fee of **\$5.35** (inclusive of GST) for each original transcript is payable. Additional charges will be levied to cover postage costs for transcripts sent outside Singapore by the Institute on behalf of the applicant. There is no postage fee for local addresses.
 4. Transcripts not collected after six months will be destroyed.

Section I – Applicant's Particulars

Full Name: * Mr/Miss/Mdm/Mrs (As used in TTC/IE/CPE/NIE during training)	
NRIC/FIN Number (Old):	Tel/HP No.:
NRIC/FIN Number.(New):	Date of Birth:
Email Address:	
Current Address:	
Signature & Date:	

* Delete accordingly

Section II – Details on Programme of Study Attended

Programme Title & Specialisation :	
Date/Month/Year of Admission :	Date of Completion :
Language Medium :	Duration of Programme :

Section III – Details on Transcript

Number of copies required	Address to be sent to	If outside Singapore, please indicate: By Normal/Registered/ Express Registered Airmail

Transcript to be sealed individually: Yes/No (Delete accordingly)

Section IV – For Official Use

Date Received :	Amount Received :
Cost of Transcript (s) :	Receipt Number :
Postage Cost :	Cashier :
Total Cost :	Date Processed/Sent :

Updated 3 Aug 2009