

# COLLECTION OF CERTIFICATE & TRANSCRIPT

## Important Notes

1. This form is applicable to International Students ONLY.
2. Fill in Sections A, B and C.
3. Fill in all the information in English or Hanyu Pinyin.
4. A courier service charge of S\$69.55 (inclusive of GST) is payable upon submission of this form if the certificate and transcript is to be sent to your home country. MDIS will not be held liable for the loss / damage of any certificate or transcript in transit.
5. You are required to inform MDIS of any changes in writing. Verbal notice will not be accepted.
6. MDIS undertakes to maintain the confidentiality of student's personal information and not to divulge the information to any third party without the consensus of the student.

## SECTION A (STUDENT'S PARTICULARS)

NAME: \_\_\_\_\_ BATCH No. \_\_\_\_\_

FIN: \_\_\_\_\_ PASSPORT No. \_\_\_\_\_

CONTACT No. (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_ (Email) \_\_\_\_\_

I am waiting to collect the following certificate(s) and result slip(s)/statement(s):

- PROFESSIONAL CERTIFICATE Batch: \_\_\_\_\_  ADVANCED DIPLOMA Batch: \_\_\_\_\_  
IN ENGLISH
- PROFESSIONAL CERTIFICATE Batch: \_\_\_\_\_  DEGREE Batch: \_\_\_\_\_
- DIPLOMA Batch: \_\_\_\_\_  POSTGRADUATE Batch: \_\_\_\_\_
- GCE 'A' LEVEL / GCE 'O' LEVEL / IGCSE/  
CAMBRIDGE INTERNATIONAL ADVANCED LEVEL  
Batch: \_\_\_\_\_

## SECTION B (METHOD OF COLLECTION - please tick accordingly)

- Mail my certificate(s) and result slip(s)/statement(s) to my home country.

Attention to:	
Address:	
Postal code:	

- I hereby authorise the following person to collect the certificate(s) and transcript(s) in Singapore on my behalf.

Name: \_\_\_\_\_ NRIC No. / Passport No. \_\_\_\_\_

Contact No. \_\_\_\_\_ Address: \_\_\_\_\_

## SECTION C (ACKNOWLEDGEMENT)

I, the undersigned, hereby acknowledge that I have read, understood and agree to the above. Please release my certificate(s) and transcript(s) according to the method as indicated above.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Passport No.)

\_\_\_\_\_  
(Signature / Date)

## FOR OFFICIAL USE

Courier Fee Payment Receipt No. \_\_\_\_\_

Remarks: \_\_\_\_\_