

# COURIER OF CERTIFICATE & TRANSCRIPT

## Important Notes

1. Fill in Sections A, B and C clearly.
2. Fill in all the information in English or Hanyu Pinyin.
3. A courier service charge of S\$70.85 (inclusive of GST) is payable upon submission of this form for the certificate and transcript is to be couriered to the mailing address. MDIS will not be held liable for the loss / damage of any certificate or transcript in transit.
4. You are required to inform MDIS of any changes in writing. Verbal notice will not be accepted.
5. 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. \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ NRIC/PASSPORT No. \_\_\_\_\_

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

I want to request courier of the following certificate(s) and transcript(s): (please tick accordingly)

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

## SECTION B (MAILING ADDRESS)

Mailing Address – please indicate clearly below

Attention to:	
Address:	
Postal code:	

## 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) to the mailing address as indicated above.

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

\_\_\_\_\_  
( Student ID/NRIC/Passport No.)

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

## FOR OFFICIAL USE

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

Airwaybill No. \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_