



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 transcript(s):

- PROFESSIONAL CERTIFICATE Batch: _____ ADVANCED DIPLOMA Batch: _____
IN ENGLISH
- PROFESSIONAL CERTIFICATE Batch: _____ DEGREE Batch: _____
 DIPLOMA Batch: _____ POSTGRADUATE Batch: _____

SECTION B (METHOD OF COLLECTION - please tick accordingly)

- Mail my certificate(s) and transcripts(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: _____