



## CONFIDENTIAL REPORT & SYLLABUS REQUESTS

This form may take you 3 minutes to complete. The data provided to SP will be kept strictly confidential and be used for the purpose of application for confidential report & syllabus requests.

### Part A – APPLICANT PARTICULARS

**To be completed by all requestors.**

|                                                       |                                              |
|-------------------------------------------------------|----------------------------------------------|
| NRIC: _____                                           | Name (Mr/Ms *): _____                        |
| Course Attended: _____ (FT/EO/DR/DT/VC)* <sup>@</sup> |                                              |
| Adm No.: _____                                        | Year Admitted : _____ Year Graduated : _____ |
| Address: _____ ( )                                    |                                              |
| Tel No. (H): _____                                    | Handphone No. : _____                        |
| Email Address : _____                                 |                                              |

### Part B – CONFIDENTIAL REPORT REQUEST

| Please indicate your request ( √ ) & the corresponding cost. |                                                |                                                        |               |
|--------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------|---------------|
| ( √ )                                                        | To mail to: (By registered mail)               | Administrative Fee inclusive of GST (S\$) <sup>+</sup> | My Cost (S\$) |
|                                                              | Local Institution (Not required for NUS & NTU) | 3.20                                                   |               |
|                                                              | Overseas Institution                           | 6.40                                                   |               |

|                                                                          |              |
|--------------------------------------------------------------------------|--------------|
| Have you been awarded any Singapore Polytechnic prizes/awards?           | Yes / No *   |
| If your answer to this question is 'Yes', please give the details below: |              |
| a) Name of award/prize: _____                                            |              |
| b) Year it was awarded: _____                                            |              |
| Please provide names of 2 of your former Lecturers for reference:        |              |
| Name : _____                                                             | Name : _____ |

### Notes for Your Information

**Apply Early:** Graduate should allow 2 weeks for processing. Hence, submission of requests should be at least 2 weeks before any "Closing date/s". Requests will be prepared on a "first-come-first-served" basis.

**Confidential Reports:** Graduates requesting for confidential reports must submit the appropriate forms, a copy of the Overseas Institutions request for such a confidential report, your curriculum vitae (detailing your interests, achievements, level of participation in Poly activities, exhibitions, projects, employment history, etc.) and the appropriate amount.

**Submission through Agents:** Due to the sensitive nature of confidential reports, Singapore Polytechnic **WILL NOT** forward the forms and confidential reports to Agents but will submit them directly to the Institution.

## **PART C – SYLLABUS REQUEST**

Please complete Part A (Applicant particulars) and the portions below. The service standard for your request to be serviced and mailed out is 5 working days.

| <b>Syllabus Request – Please indicate the number of sets requested and the cost.</b> |                                     |                                                          |               |
|--------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------|---------------|
| No. of Sets                                                                          | To mail to: (By registered mail)    | Administrative Fee inclusive of GST (S\$) +              | My Cost (S\$) |
|                                                                                      | Overseas Address**                  | 1 <sup>st</sup> set: 21.40<br>Each additional set: 10.70 |               |
|                                                                                      | Institution in Singapore**          | 1 <sup>st</sup> set: 10.70<br>Each additional set: 5.35  |               |
|                                                                                      | Self Collection ##                  |                                                          |               |
|                                                                                      | Residential Address (Singapore)**## |                                                          |               |
| <b>Total Cost :</b>                                                                  |                                     |                                                          |               |

If only some modules are required, the cost remains the same, regardless of the number of modules requested.

## Please contact your School to find out whether this is available.

| <b>**Address for Mailing of Confidential Report and/or Syllabus</b> |                      |
|---------------------------------------------------------------------|----------------------|
|                                                                     |                      |
| <b>Closing Date:</b>                                                | <b>Closing Date:</b> |

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **Academic Schools/Dept Telephone Number**

| Schools/Dept                            | Telephone Number | Location           |
|-----------------------------------------|------------------|--------------------|
| Architecture and the Built Environment  | 6772-1322/1112   | Blk 3A, T3A413     |
| Business School                         | 6772-1888        | Blk 19, T1941      |
| Chemical and Life Sciences              | 6772-1135        | Blk 11A, T11A601   |
| Communication, Arts and Social Sciences | 6772-1170        | Blk 19, T19210     |
| Design School                           | 6772-1718        | Blk 2, T251        |
| Digital Media and Infocomm Technology   | 6772-1900        | Blk 19, T1949      |
| Electrical and Electronic Engineering   | 6772-1815        | Blk 12, T12511     |
| Mathematics and Science                 | 6772-1141        | Blk 7, T741        |
| Mechanical and Aeronautical Engineering | 6772-1206        | Blk 16, T1671      |
| Singapore Maritime Academy              | 6772-1316        | Blk 1A, T1A711     |
| Admissions Office                       | 6772-1882        | Blk 16, T1612(SSC) |

@ FT = Full-Time; EO = Evenings-Only; DR = Day-Release; DT = Dual-Training; VC = Virtual College

\* Circle as appropriate.

+ Mode of Payment: Cash/Nets/Local Cheque or Bankdraft (payable in Singapore currency drawn on a bank in Singapore) made payable to "Singapore Polytechnic".