



Submit personally at:
One Stop Centre (OSC)
Block 16, Level 2 (T1621)

or email to:
contactus@sp.edu.sg

SYLLABUS REQUEST (SOFTCOPY)

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 syllabus requests.

Part A – APPLICANT PARTICULARS

To be completed by requestor:

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

Part B – SYLLABUS REQUEST DETAILS

Please complete Part A (Applicant Particulars) and the portions below. It may take up to 5 working days for your request to be processed.

Please provide the details of the intended recipient(s) below:			
Name of Recipient(s)	Email Address(es)	Student Admission Number (where applicable)	Administrative Fee inclusive of GST (S\$)
			• S\$10.90

Applicant's Signature

Date

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

* Circle as appropriate.

+ Mode of Payment: Bank Transfer^ or Nets

^ For payment using bank transfer, make a bank transfer to our bank account below:

Bank	DBS Bank Ltd
Account number	008-011425-0
Remarks	To indicate Student ID and brief description of payment (e.g. 1234567 Syllabus request)

Provide us with a screenshot of the transaction along with the completed form via email at contactus@sp.edu.sg.