

**REQUEST FOR ADDITIONAL COPY OF OFFICIAL TRANSCRIPT /
 CERTIFYING LETTER / COURSE OUTLINE / CERTIFICATE**

Instructions:

1. Request for an additional Official Transcript / Certifying Letter / Course Outline / Certificate should be accompanied by an administrative fee (as indicated below); made payable to “PSB Academy Pte Ltd” if payment is made by cheque. You can submit this form and proof of payment to the Student Services Centre.
2. Official Transcript / Certifying letter / Course Outline will be ready for collection **1 week from the receipt of request.**
 Reprint of Certificate(s) will be ready for collection **4 weeks from the receipt of request.**

Please refer the collection details appended below:

Operating Hours:	Mondays – Fridays: 8:30am – 7.30pm Saturdays: 8.30am – 2.30pm *Closed on Sundays and Public Holidays
Venue	PSB Academy Blk A, Level 1, Student Services Centre, Unit (A-107)
Note	Please fill in and bring along this form and proof of payment (Receipt issued by PSB) if your request is via email.

Note: For records prior to September 2009, PSB Academy adopts a 5-year retention policy. As such, for records prior to September 2009, we may not be able to service request for official records beyond the 5-year period.

SECTION A: CANDIDATE'S DETAILS

Name of Candidate (as in NRIC/ Passport)		NRIC No./ FIN / Passport No. (Include prefix)
Handphone No.	Home Tel No.	Email Address:
Programme Title		
Year Graduated / Duration of programme taken with us:		
Request:		
• Official Transcript*	() \$20	No. of copies: _____
• Certifying Letter*	() \$20	No. of copies: _____
• Course Outline*	() \$20	No. of copies: _____
• Re-print of Certificate*	() \$160	No. of copies: _____
Remarks by candidate (if any): _____		
<i>*Please turn to the page 3 for details</i>		

**REQUEST FOR ADDITIONAL COPY OF OFFICIAL TRANSCRIPT /
 CERTIFYING LETTER / COURSE OUTLINE / CERTIFICATE**

SECTION B: FOR OFFICAL USE (TO BE COMPLETED BY EXAMINATION CENTRE)

Programme Schedule: _____ _____ <p style="text-align: center;">Exam Executive ID & Signature</p>	_____ _____ <p style="text-align: center;">Date</p>
Cert number(s) issued (if applicable): _____ _____ _____ _____ <p style="text-align: center;">Exam Manager ID & Signature</p>	_____ _____ _____ <p style="text-align: center;">Date</p>

SECTION C: ACKNOWLEDGE OF RECEIPT (OF OT / CL / CO / CERT) BY CANDIDATE

Collected by: _____ <p style="text-align: center;">Candidate Name and Signature</p>	_____ _____ <p style="text-align: center;">Date</p>
---	---

**REQUEST FOR ADDITIONAL COPY OF OFFICIAL TRANSCRIPT /
 CERTIFYING LETTER / COURSE OUTLINE / CERTIFICATE**

Document	Contents / Information
Official Transcript	a.) Student's Details b.) Programme Title c.) Module Titles d.) Duration of Modules e.) Student's Results
Certifying Letter	a.) Student's Details b.) Programme Title c.) Duration of Programme d.) Classroom Hours e.) Medium of Instruction f.) No. of Modules Passed (if the student did not pass all prescribed exams in the course)
Course Outline	a.) Programme Title b.) Course Objectives c.) Minimum Entry Requirements d.) Course Structure e.) Duration of Programme (e.g. classroom hours) f.) Detailed Modules' Description
Certificate	a.) The re-printed certificate will contain the statement, "Date of Reprint" and the reprinted date. Please note that PSB Academy is <u>unable</u> to service request for certificate reprints for: (i) Cambridge-validated programmes (CIE) (ii) For records prior to September 2009