

### Request for a Replacement NTU Degree Certificate (Higher Degree)

NTU will provide a replacement degree certificate in situations where the original is lost or damaged. The replacement degree certificate will be printed using the prevailing NTU certificate format with the current NTU signatories and will contain the statement “*Replacement copy*” on the reverse page of the certificate.

The name printed in the replacement degree certificate must be identical to the original in accordance with the NTU official records. Any name change after graduation will not be reflected in the replacement degree certificate.

Please complete and submit this form together with the relevant supporting documents ie statutory declaration/ police report for loss and original certificate if it is damaged. For statutory declaration/police reports which are not in English, they are to be submitted together with translations in English. In the event that the original degree certificate is recovered after the replacement degree certificate has been issued, the graduate shall return the replacement copy to NTU.

The replacement fee is \$107.00 (inclusive of GST) which must be made at the time of submitting your request. The request will only be processed upon receiving all documents required and the full payment of relevant fee. The processing time is about 4 weeks on receipt of request and payment.

#### A: Personal Particulars

Full Name: (as it appears in the original certificate)		Matric No:	
Mailing Address:		NRIC/ Passport No:	
Contact Number:	(Home)	(Mobile)	Email Address:

#### B: Reason for Replacement:

<input type="checkbox"/>	Loss / Theft [Submit police record or statutory declaration] <input type="checkbox"/> I agree if my original degree certificate is found, I will return the replacement degree certificate to the University.
<input type="checkbox"/>	Damage [Submit original degree certificate]

#### C: Degree Details

Degree Conferred:	
Year of Graduation:	

#### D: Collection/Mailing

<input type="checkbox"/>	Collect personally from One Stop @ SAC, NS3-01-03 Academic Complex North.
<input type="checkbox"/>	Registered mail (local) [ <i>Please ensure a valid mailing address is entered under Section A: Personal Particulars</i> ] Postage fee of \$10.00 to be paid at point of submission
<input type="checkbox"/>	Registered mail (overseas) [ <i>Please ensure a valid mailing address is entered under Section A: Personal Particulars</i> ] Postage fee of \$20.00 to be paid at point of submission

### E: Payment Details



#### Cheque/Money Order/Bank Draft

Please write the following details (your Name, NRIC/Passport No., Degree and Contact Number) at the back of your cheque when submitting the cheque with this request form. Please make amount payable to "Nanyang Technological University".

### F: Signature of Graduate

Signature: \_\_\_\_\_

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

### G: Office Use Only

Amount paid: \$

Date of Payment:

Receipt No:

Date of Mailing:

Remarks:

### Submission

Please submit the request form and the required supporting documents to:

Graduate Studies Office  
Nanyang Technological University  
Student Services Centre Level 3  
42 Nanyang Avenue  
Singapore 639815

Tel: 6790 4704  
Fax: 6793 1140