

UPDATING OF PARTICULARS

INSTRUCTIONS:

1. This form is to be completed by student for updating of personal particulars.
2. Students who request for a change in name are to submit in an updated photocopy of their NRIC / Passport / deed poll as supporting document.
3. **Students who are company-sponsored and wish to have a re-direction of correspondence to their residential are to submit a copy of written approval by their company.**

SECTION A: REQUEST FOR CHANGE ON PARTICULARS (Please ✓ where applicable)

<input type="checkbox"/> Update of Mailing Address	<input type="checkbox"/> Update of Contacts (HP, Email address)	<input type="checkbox"/> Change of Name	<input type="checkbox"/> Re-direction of Correspondence
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SECTION B: UPDATES ON PARTICULARS (*Please ✓ where applicable)

Name		Compulsory Field
NRIC / FIN / Passport No.		Compulsory Field
Programme Title		Compulsory Field
Batch No.		Compulsory Field
Home Address		<input type="checkbox"/> Default Mailing Address*
Mobile Phone No.		
Office Tel / Ext No.		
Home Tel No.		
Email Address		
Company Address		<input type="checkbox"/> Default Mailing Address*
Designation		

NEXT OF KIN DETAILS (COMPULSORY FOR STUDENT PASS HOLDER AND STUDENT BELOW 18 YEARS OLD)

Name		
Relationship		
Email		
Contact Number		
Address		<input type="checkbox"/> Check here if address is the same as above

_____ Signature of Student

_____ Date

FOR OFFICIAL USE ONLY

_____ PE's ID & Signature	_____ Date Updated
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NB: All information provided are treated with strictest confidentiality and are meant for internal use only.