

**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 your respective Schools.
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**. Notification of collection will be sent to your e-mail address.

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. Please refer to page 3 for details.

<b>SECTION A: CANDIDATE'S DETAILS</b>		
Name of Candidate (as in NRIC/ Passport)		NRIC No./ FIN / Passport No. (Include prefix)
Handphone No.	Home Tel No.	Email Address:
Programme Title <i>(If you have taken more than one programme with us, please specify the programme title of documents requested for)</i>		
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): _____		

SECTION B: FOR OFFICAL USE (TO BE COMPLETED BY EXAM CENTRE)	
Programme Schedule: _____  _____ Name & Signature of Exam Staff	_____  _____ Date
Cert number(s) issued (if applicable): _____ _____ _____  _____ Name & Signature of Exam Manager	_____  _____ Date

SECTION C: ACKNOWLEDGE OF RECEIPT (OF OT / CL / CO / CERT) BY CANDIDATE	
Collected by:  _____ Candidate Name and Signature	_____  _____ Date

Document	Contents / Information
<p><b>Official Transcript</b></p>	<p>a.) Student's Details  b.) Programme Title  c.) Module Titles  d.) Duration of Modules  e.) Student's Results</p> <p>For Certificate in English Proficiency (CEP) course, please indicate the level of the course you are requesting for, under the "Remarks by candidate (if any)" section. Please note that the transcript fees are charge on a per level basis.</p>
<p><b>Certifying Letter</b></p>	<p>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)</p>
<p><b>Course Outline</b></p>	<p>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</p>
<p><b>Certificate</b></p>	<p>a.) The re-printed certificate will contain the statement, "Date of Reprint" and the reprinted date.</p> <p>Please note that PSB Academy is <b>unable</b> to service request for certificate reprints for:</p> <p>(i) Cambridge-validated programmes (CIE)  (ii) For records prior to September 2009</p>