



APPLICATION FOR CERTIFIED STATEMENT/  
STATEMENT OF RESULTS/ACADEMIC  
TRANSCRIPT

This form may take you 5 minutes to fill in. You will need the following information to fill in the form:

- NRIC/FIN, academic programme, examination series, centre and scheme of study/examination.

NOTES TO APPLICANT :

- 1 This application is for the following types of Statement:
- Statement of Results – shows module results attained by the applicant in one examination series.
- Academic Transcript – shows all module results attained by the applicant in the programme.
- Certified Statement – certifies award of certificate.
- Certified Statement for Full-time Higher Nitec or Nitec Early Leavers – shows module(s) passed by full-time applicants who left without completing the programme of study.
2 A non-refundable administration fee of \$10 is payable for each type of statement(s) requested within the same application form.
3 Application by post is to be addressed to ITE HQ Customer Service Centre at 2 Ang Mo Kio Drive, Singapore 567720, accompanied by a crossed cheque made payable to Institute of Technical Education.
4 Processing and delivery by post of the statement(s) applied may take up to one week from the date the application is received by ITE.
5 Alternatively, applicant may choose to collect the statement(s) personally at the ITE HQ Customer Service Centre by putting a tick at Item F. Applicant will be informed of the date of collection through his/her contact number indicated in the application form within 3 working days from the date of application. Uncollected Certified Statements, Statement of Results and Transcripts for 3 months from date of notification would be destroyed and a new application would need to be submitted.

I TO BE COMPLETED BY APPLICANT

Name (in capital letters as in NRIC/Work Permit): [Grid] ID No. (NRIC/FIN) : [Grid]
Local Mailing Address (Please indicate company's name & contact person if using company's address): [Text] Contact No. during office hours: [Grid]
Email Address: [Text]

\* Please tick in the appropriate box where applicable

- A Type of Statement Requested \*
- Statement of Results Academic Transcript
- Certified Statement for: Full Certificate Module Certificate
Nitec (Intermediate) Certificate Certificate of Merit (COM)
- Certified Statement/Statement of Results for Skills Evaluation Test (SET) Joint Certificate
- Certified Statement for Module Passed for Full-time Higher Nitec or Nitec Early Leavers

- B Scheme of Study/Examination \*
- Full-time Training Part-time Training Traineeship Approved Training Centre (ITE College) (ITE College) (ITE College) (Company)
- Certificate in BEST Certificate in WISE General Education Approved Training Provider/ Licensee (Private School)
- Industry Trainer Certificate Skills Evaluation Test (formerly known as Public Trade Test / Skills Evaluation Certificate)

C Academic Programme Level & Title :
D Examination Series :
E ITE College or Examination Centre :

F I would like to collect my statement(s) at ITE HQ Customer Service Centre.

G I declare that all information given is correct. I understand that this application may not be processed or will be delayed if the information provided is incorrect

Signature of Applicant Date

**II FOR OFFICIAL USE****Customer Service Centre (HQ / CC / CE / CW\*)**

\* delete where not applicable

The administrative fee received is \$ \_\_\_\_\_. The Receipt No. is \_\_\_\_\_ dated \_\_\_\_\_.

Remarks: \_\_\_\_\_

\_\_\_\_\_  
Name & Designation\_\_\_\_\_  
Signature & Date**EXM(PET) / EXM(CET) Department**

Academic Programme: \_\_\_\_\_

Examination Series: \_\_\_\_\_

Certificate No. &amp; Approval Date: \_\_\_\_\_

Generated from iStudent  (Pls tick if applicable)

Remarks: \_\_\_\_\_

Note: Please attach printout(s) or copy of evidences and sign on the attachment(s).

Received by: \_\_\_\_\_  
Name & Designation Signature/Date/TimeProcessed by: \_\_\_\_\_  
Name & Designation Signature / DateChecked by: \_\_\_\_\_  
Name & Designation Signature / Date**Record of Communication:**

Means of Communication	Call over Phone	SMS	Email	Purpose
Date/Time:				
Contacted By:				
Outcome:				
Date/Time:				
Contacted By:				
Outcome:				
Date/Time:				
Contacted By:				
Outcome:				
Any Other Remarks				