

**APPLICATION FOR EVALUATION FOR AWARD OF FULL CERTIFICATE**

This form may take you 5 minutes to fill in.

You will need the following information to fill in the form:

- NRIC/FIN
- Module Certificates under *Higher Nitec* or *Nitec* and / or NTC-3 Certificate

NOTES TO APPLICANT :**Who can apply**

1 Students who have passed all prescribed modules for a course of study and are not awarded a full certificate but fulfill the following requirements:

- Passed at least one module from Year 1999 that was under the Semester-based Credit Training (SCT) System.
- **Passed all prescribed modules from the course of study within 6 years between the month of the first examination series and the last examination series.**
- **Application must be made within 12 months from the certificate issue date of the last module.**

A non-refundable late fee of \$10 is payable to ITE for application received more than 12 months from the certificate issue date of the last module.

Documents required

- 2 Applicants must produce their Statement or Results or Module Certificates for modules passed under *Higher Nitec / Nitec* or *NTC-3 certificate* for verification. No photocopies are required.
- 3 Applicants who have passed some of their modules under a different Identification Number (e.g., FIN), are required to complete and submit 'Request for NRIC/FIN Change' form, together with a photocopy of the new NRIC.

Submission

- 4 Completed application form can be submitted at any of the ITE Customer Service Centres.
- 5 To allow ITE to process your application within the stipulated timeframe, it is important that the form is completed fully and accurately, and is duly signed. Wrong or incomplete information provided by the applicant may cause the application to be unsuccessful.

Outcome of Application

- 6 Applicants will be informed of the outcome within 2 weeks from the date of application by post or email. Successful applicants will also be informed on the *Higher Nitec / Nitec* certificate or Certified Statement[#] collection details. *Nitec* full certificates that are not collected within 2 years from the date of issue will be destroyed and will not be re-issued.
- 7 For complex applications that require further verifications (e.g., students who complete their modules in a course under different modes of training or different sets of curriculum), it may require more than 2 weeks. ITE will inform the successful applicants of the expected date of certificate collection.

[#] Certified Statement will be awarded to applicants being evaluated to have met the NTC-2 curriculum requirements as NTC-2 certificate has been replaced by *Nitec* in Year 2002.

SECTION A – PARTICULARS OF APPLICANT

Name (in capital letters as in NRIC/Work Permit) : Mr / Ms*

ID No (NRIC/FIN):

For applicants who have passed some of their modules under a different Identification Number, see Paragraph 3 above.

--	--	--	--	--	--	--	--	--	--

Tel No (eg HP) :

--	--	--	--	--	--	--	--	--	--

Please send me the outcome of my application to (please in the appropriate)

Mailing Address (Enter Singapore Address only):

Postal Code ()

Email Address :

SECTION B – EXAMINATION INFORMATION

Please indicate the certificate that you are applying below:

Higher Nitec / Nitec / Nitec (Intermediate) * in _____

Please provide the module(s) passed under *Higher Nitec* or *Nitec* and / or any NTC-3 certificate awarded to be eligible for the award of the above certificate:

S/N	Name of NTC-3 Certificate Obtained (If Applicable) [E.g., NTC-3 Electronics]	Date of Issue of Certificate	For Official Use [Verified by CSC]
1			<input type="checkbox"/> Yes

S/N	Module Code [E.g. EC2001PA]	Module Description	Year / Month of Exam or Date of Issue of Module Certificate	For Official Use [Verified by CSC]
1				<input type="checkbox"/> Yes
2				<input type="checkbox"/> Yes
3				<input type="checkbox"/> Yes
4				<input type="checkbox"/> Yes
5				<input type="checkbox"/> Yes
6				<input type="checkbox"/> Yes
7				<input type="checkbox"/> Yes
8				<input type="checkbox"/> Yes

* To attach additional page if your number of modules exceeds the space provided.

SECTION C – DECLARATION BY APPLICANT

I declare that

- (i) my application meets the requirements as stated under Paragraph 1; and
(ii) information provided in the application form are true and complete.

Signature of Applicant

Date

SECTION D – FOR OFFICIAL USE

(I) Customer Service Centre

Form Received and Verified By : <Name and Designation>	From	Date Received
	HQ / CC / CE / CW*	
Late Fee Payable	Receipt Number	Date Issued
Month of Application Submitted (X) = _____		
Month of Certificate Issue Date of Last Module by Applicant (Y) = _____		
Difference in Month (X – Y) = _____		
<input type="checkbox"/> More than 12 months, to collect \$10 from applicant		

(II) Examination Systems Department

Form Received By : <Name and Designation>	Date Received

Remarks

- To be evaluated by EXS Dept.
 To be evaluated by CED Divn as the applicant took more than 6 years from the first examination to complete his / her modules completed the prescribed modules.

(III) Curriculum & Educational Development Division's Recommendation

Recommended By : <Name / Designation>	Date

1	The student meet the curriculum requirements for the following course based on his / her last module: Certification Title: _____
2	If the student did not meet the curriculum requirements, please list the outstanding module(s) the student needs to complete in order to be awarded the above certificate.