

REQUEST FOR NRIC/FIN & CITIZENSHIP CHANGE FORM

To: H/AD5/ENCA/ITEHQ (IT Enterprise Campus Applications Dept)

PARTICULARS OF STUDENT

1 Name	:	_____							
2 Old NRIC/FIN*	:	_____	New NRIC/FIN*	:	_____				
		<small>* Delete accordingly</small>	<small>* Delete accordingly</small>						
3 Contact No.	:	_____ (Home)	_____ (Handphone)						
4 Old Citizenship	:	Singapore Citizen	S	<input type="checkbox"/>	New Citizenship	:	Singapore Citizen	S	<input type="checkbox"/>
		Permanent Resident	PR	<input type="checkbox"/>			Permanent Resident	PR	<input type="checkbox"/>
		Others	O	<input type="checkbox"/>			Others	O	<input type="checkbox"/>
5 Nationality	:	_____ (Specify country)							
<small>(If your citizenship is PR or O, pls indicate your nationality)</small>									
6 Signature of Student	:	_____	Application Submission Date	:	_____				

*Please attach photocopy of the back and front of the new NRIC or FIN card to this form.
Please note that you are not allowed to apply for NRIC / FIN change using your international passport.*

Verification by Counter Staff at Customer & Visitor Centre

*Please ensure that the Application Submission Date is not back-dated/forward-dated by the student.
Please verify that student is not applying for NRIC / FIN change using international passport.*

Name & Designation : _____ College/Dept : _____
Signature : _____ Date : _____

OFFICIAL USE

Fill this section only if request is submitted on behalf of student.

I For Requestor's Completion					
Name & Designation	:	_____	College/Dept	:	_____
Signature	:	_____	Date	:	_____
Reason	:	_____ _____			
II Approved by Manager/College Manager					
Name & Designation	:	_____	Date	:	_____
Signature	:	_____			
Comments	:	_____ _____			

For Respective Process Owner's Action (for Inactivation of Student Group)

Name of student group to inactivate* : _____ Effective date to inactivate : _____
Declared by (name, designation & dept) : _____

* If there are more than 1 student group to inactivate, please indicate details in the next page.

For H/AD5/ENCA/ITEHQ's Verification

Only old ID exists in iStudent	<input type="checkbox"/>	Inactivation of student group*	Yes / No
Both old and new IDs already exist in iStudent	<input type="checkbox"/>	Activation of MAL student group*	Yes / No

* Please inform the respective College staff on the inactivation / activation of student group when required.

Course of Action Required

This section is to be filled by H/AD5/ENCA/ITEHQ or Respective Process Owners.

Remarks/Steps to be Taken:

(Please indicate your designation and signature to your remarks.)

(Designation/Signature)

For H/AD5/ENCA/ITEHQ's Completion

Indicate in the comments on the Residency date added/updated. To input information/remarks in the Residency Appeal Panel.

Completed by : _____ Date : _____

Comments : _____

* Delete accordingly

Last updated in Jun 18