**Replacement of Degree Certificate**

Replacement of degree certificate may be requested in situations where the original is lost, damaged or destroyed after the retention period of five (5) years from the date of graduation. The replacement degree certificate will be printed using the prevailing NTU certificate format with the current NTU signatories and will contain the statement ‘*Replacement Copy*’ on the reverse page of the certificate.

The name printed in the replacement degree certificate must be identical to the original in accordance with the NTU

official records. Any name change after graduation will not be reflected in the replacement degree certificate.

**Please complete and submit this form together with the relevant supporting documents i.e. statutory declaration or original copy of police report for loss, and original certificate if it is damaged. Statutory declaration/original copy of police report which is not in English are to be submitted together with translations in English. In the event that the original degree certificate is recovered after the replacement degree certificate has been issued, please return the replacement copy to NTU. Supporting documents are not required if your degree certificate is destroyed after the retention period.**

The replacement fee is S$109.00 which must be made at the point of submission of your request. Double degree graduates will have to pay S$218.00 if the original certificates of both degrees are lost or damaged. The processing time is about 4 weeks upon receipt of all required documents and full payment of the replacement and postage fee (if applicable). All prices listed are inclusive of GST and any payment made is non-refundable.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A: Personal Particulars** | | | | | | | | | | |
| Full Name:  (as registered with NTU) | | | Click or tap here to enter text. | | | | | Matric No: | | Click or tap here to enter text. |
| Mailing Address: | | | Click or tap here to enter text. | | | | | \*NRIC/  Passport No:  (as registered with NTU) | | Click or tap here to enter text. |
| Date of Birth: | |  |
| Contact Number: | | | (Home) Click or tap here to enter text. | | | (Mobile) Click or tap here to enter text. | | Personal Email: | | Click or tap here to enter text. |
| **B: Reason for Replacement (Please tick)** | | | | | | | | | | |
|  | Loss / Theft [Submit police record or statutory declaration] | | | | | | | | | |
|  | I agree to return the replacement degree certificate to the University if the original degree certificate is recovered. | | | | | | | | |
|  | Damage [Submit original degree certificate] | | | | | | | | | |
|  | Destroyed after the retention period | | | | | | | | | |
| **C: Degree Details** | | | | | | | | | | |
| Degree Conferred: | | | | Click or tap here to enter text. | | | | | | |
| Year of Graduation: | | | | Click or tap here to enter text. | | | | | | |
| **D: Mode of Collection (Please tick)** | | | | | | | | | | |
|  | Collect personally from Office of Academic Services,  Student Services Centre, Level 2  42 Nanyang Avenue  Singapore 639815 | | | | | | | | | |
|  | Registered mail **(Singapore)** [Please ensure a **valid complete mailing address** is entered under Section A].  Postage fee of **S$10.90** (inclusive of GST) to be paid at point of submission. | | | | | | | | | |
|  | DHL courier **(overseas)** [Please ensure a **valid complete mailing address** is entered under Section A].  Postage fee of **S$61.20** (inclusive of GST) to be paid at point of submission. | | | | | | | | | |
| **E: Mode of Payment and Submission** | | | | | | | | | | |
| **Online Payment to be made via** [**One Stop Portal**](https://www.ntu.edu.sg/life-at-ntu/student-life/onestop/payment-services)   * select ‘Replacement Degree Certificate (for NTU and NIE degree programmes)’   If you have opted for mailing service, please submit another payment via the [**One Stop Portal**](https://www.ntu.edu.sg/life-at-ntu/student-life/onestop/payment-services)   * select ‘Local/Overseas mailing of Degree Certificate’   The completed request form and original copy of police report or statutory declaration must be submitted together with payment receipts of the replacement and postage fee (if applicable) to the Office of Academic Services:  Nanyang Technological University  Office of Academic Services  Student Services Centre Level 2  42 Nanyang Avenue  Singapore 639815  Tel: 6790 4704 | | | | | | | | | | |
| **F: Signature of Graduate** | | | | | | | | | | |
| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **G: For Office Use Only** | | | | | | | | | | |
| Amount paid: $ | | | | | Date of Payment: | | | | Receipt No: | |
| Date of Mailing: | | | | | Remarks: | | | | | |