AUTHORISATION FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENT FORM FOR SUBMISSION OF MEDICAL CERTIFICATE (MC) FOR EXAMINATIONS

SECTION A: TO BE FILLED IN BY STUDENT

A candidate who is absent from an examination on account of illness is required to submit:

1. **For Semester Examinations** –
   This AAA form, duly completed, together with the original MC (please use the form to be printed from the MC Submission online application which can be accessed via StudentLink / GSLink) to One Stop @ SAC, 50 Nanyang Avenue NS3-01-03 Academic Complex North **within two (2) working days of absence from the examination**.

2. **For Trimester Examinations** –
   This AAA form, duly completed, together with the original MC to the respective School/Centres **within two (2) working days of absence from the examination**.

3. You must complete Section A of this form before you present it to the medical practitioner attending to you. It is your responsibility to:
   a. arrange for the medical practitioner to sign and acknowledge this form;
   b. request for the diagnosis of the illness to be indicated on the MC; and
   c. ensure that the form and MC reaches One Stop @ SAC or respective Schools/Centres within two (2) working days of your absence.
   *Note: You are liable for any medical costs incurred.*

4. This form is to be submitted only when an MC has been issued by the medical practitioner attending to you. This form does not replace the MC, and will be deemed **null and void** if the original MC is **not** submitted with this form.

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**Name**

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<th>Matric No.</th>
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**Study Type (Please circle)**

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<tr>
<th>Full-Time</th>
<th>Part-Time</th>
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**(Applicable to Trimester Examinations only)**

Course(s) which you were absent or requesting special consideration (e.g. B6121)

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I hereby authorise the release of any information of my illness issued by the undersigned medical practitioner to the University. I understand that incomplete or late submission of this form and MC will not be considered by the University and that providing false or misleading information are grounds for disciplinary actions.

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Signature ____________________________ Date ____________________________ Contact No(s) ____________________________

**SECTION B: TO THE MEDICAL PRACTITIONER**

1. The above named is seeking medical attention for an illness which has caused him/her either to be **absent from an examination** or has **affected his/her performance in the examination**.

2. Kindly acknowledge this form if an MC has been issued to the student. Please indicate the nature of the illness clearly on the MC.

3. Any medical costs incurred are to be paid by the student.

Thank you for your cooperation.

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**Acknowledged by:**

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**Hospital/Clinic Stamp:**

**(compulsory)**

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**Name & Signature of Medical Practitioner**

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Date