**Request for Mailing of Original Degree Certificate (First Degree)**

The request will only be processed upon receipt of the duly completed request form, and full payment of the relevant mailing fee. The degree certificate mailing request will be processed two weeks after the degree conferment date for graduates who are conferred between end July to May, or three working days after the end of the entire Convocation period for graduates who are conferred between June and mid-July. The delivery timeline varies by destination.

**IMPORTANT NOTES**

* Degree Certificate and Official Transcript are important documents. It is advisable that the documents be collected in person. The University is not responsible for degree certificate/official transcript that is delayed, damaged, lost or stolen in the mail.
* Degree certificates can only be mailed directly to graduates and not to any third party. Graduates should retain the original degree certificate and it should not be given to others under any circumstances.
* Before submitting the request for mailing, graduates should ensure that they have not previously collected their original degree certificate.
* Degree certificate and official transcript will be withheld for graduates with outstanding fees (including stipend) or pending final thesis submission. Requests for mailing will not be processed until the outstanding items are cleared.
* The request for mailing of degree certificate will include a complimentary transcript.
* All prices quoted are in Singapore dollars and inclusive of GST.
* Any payment made (including duplicate payment) is non-refundable.

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| **A: Personal Particulars** | | | | | | |
| Full Name:  (as it appears in NRIC/Passport) | | Click here to enter text. | | | | Matric No:  Click here to enter text. |
| Valid Complete Mailing Address including country postal code: | | Click here to enter text. | | | | \*NRIC /Passport No:  (as registered with NTU)  Click here to enter text. |
| Date of Birth: | | Click here to enter text. | | | |
| Contact Number: | | (Home)  Click here to enter text. | | (Mobile)  Click here to enter text. | | Email Address:  Click here to enter text. |
| **B: Degree Details** | | | | | | |
| Degree Conferred: | | Click here to enter text. | | | | |
| Graduation Year: | | Click here to enter text. | | | | |
| **C: Mailing Fees (Please tick)** | | | | | | |
|  | **Singapore** (SingPost registered mail) [Please ensure a **valid complete mailing address** is entered in **Section A**] A mailing fee of **S$10.90** is to be paid at point of submission. | | | | | |
|  | **Overseas** (DHL courier) [Please ensure a **valid complete mailing address** is entered in **Section A**]  A mailing fee of **S$61.20** is to be paid at point of submission. | | | | | |
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| **D: Mode of Payment** | | | | | | |
| **Online Payment to be made via** [**One Stop Portal**](https://ntuadminonestop.service-now.com/ntusp?id=ntu_adhoc_payment)(select ‘Local/Overseas mailing of Degree Certificate’)  Please attach the email acknowledgement on payment together with your completed mailing request form and email to [gradcert@ntu.edu.sg](mailto:gradcert@ntu.edu.sg) | | | | | | |
| **E: Signature of Graduate** | | | | | | |
| Signature: Date: | | | | | | |
| **F: For Office Use Only** | | | | | | |
| Amount Paid: $ | | | Date of Payment: | | Receipt No: | |
| Date of Mailing: | | | Remarks: | | | |