



STUDENT SERVICES CENTRE
Office of Academic Administration &
Services, Block 1, Level 1,
1 Nanyang Walk Singapore 637616

Authorisation Form for Certification of Document(s)

Please complete this form only if you are authorising someone to certify 'True Copy' for documents on your behalf. The authorised person has to bring this form for verification purpose.

NIE Student Services Centre (SSC) will only certify 'True Copy' on photocopies of certificates awarded and conferred by NIE and NTU respectively, or other NIE academic records (eg GESL certificate).

I authorise the bearer of this letter, _____
(Full name)

to bring the following items to SSC for certification of 'True Copy' on my behalf.

Please tick:

- NTU/NIE Certificate
- Other NIE Academic Records (eg GESL cert) - please specify: _____

Name of NIE Graduand : _____

Matric Number / Date of Birth : _____

Programme of Study in NIE : _____

Email Address : _____

Contact Number : _____

Personal Data Protection

I understand, acknowledge, agree and consent that:

- a) National Institute of Education (NIE) is permitted to collect, use, disclose and/or process my personal data/personal information set out in this form and any other personal information provided by me or possessed by NIE for the purpose(s) of:
 - i) Processing, handling and/or dealing with this application
 - ii) Carrying out and/or dealing with my instructions or responding to any enquiries by me
 - iii) Contacting me or communicating with me via various modes of communication such as phone/voice call, text message and/or fax message, email and/or postal mail. I acknowledge and agree that such communication by NIE could be by way of the mailing of correspondence, documents or notices to me, which could involve disclosure of certain personal data about me to bring about delivery of the same as well as on the external cover of envelopes/mail packages

Acknowledged by Graduand

NameSignatureDate

Acknowledgement by Authorised Person:

NameSignatureDate