



SSC/11/2009

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

## Authorisation Form for Collection of Document (s)

Please complete this form only if you are authorising someone to collect document(s) on your behalf. The authorised person has to bring his/her NRIC/FIN/Passport for verification purpose.

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

to collect the following items on my behalf.

Please tick:

- Transcript/ certificate/ transcript and certificate (delete as applicable)
- Certification Letter
- Statement for Lost Certificate
- Others (please specify): \_\_\_\_\_

Name of NIE Student / Graduand : \_\_\_\_\_

Matric Number / Date of Birth : \_\_\_\_\_

Programme of Study in NIE : \_\_\_\_\_

Email Address : \_\_\_\_\_

Contact Number : \_\_\_\_\_

PTO

**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 Student/Graduand

\_\_\_\_\_

Name	Signature	Date
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Acknowledgement of Receipt of Document(s) by Authorised Person:

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Name	Signature	Date
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