

Replacement of Non-degree Certificate

Replacement of Certificate may be requested in situations where the original certificate is lost or damaged. The replacement certificate will be printed using the prevailing NTU or NIE-NTU certificate format with the current NIE signatories and will contain the statement '*Replacement Copy*' on the reverse page of the certificate.

The Replacement of Certificate request will only be acceded to if:

- the requestor had graduated from 1 January 1992 onwards **and**
- replacement certificates can be issued for the requestor **and** the requestor's information is available in NIE's student records.

Should any of the conditions listed above are not met, OAAS will be unable to accede to the request to issue a replacement certificate. A certifying statement, which is an official document certifying the achievements of the candidate in the programme concerned would be issued instead.

The name printed in the replacement certificate must be identical to the original in accordance with the NIE official records. Any name change after graduation will not be reflected in the replacement certificate.

The replacement fee is S\$109.00 (inclusive of GST) and must be made **after** we have approved your request. We will provide the payment mode and information after we have approved your request.

The processing time is about 4 weeks upon receipt of all required documents.

A: Personal Particulars			
Full Name: (As registered with NIE)	Click or tap here to enter text.	Matric No: (if available)	Click or tap here to enter text.
Mailing Address:	Click or tap here to enter text.	*NRIC/ Passport No: (as registered with NIE)	Click or tap here to enter text.
Contact Number:	(Mobile) Click or tap here to enter text.	Personal Email:	Click or tap here to enter text.
B: Reason for Replacement (Please tick)			
<input type="checkbox"/>	Loss / Theft		
<input type="checkbox"/>	Damage		
C: Programme Details			
Programme Name:	Choose an item.		
Year of Graduation:	Click or tap here to enter text.		

*** Please indicate only the last 3 digits and final alphabet (if applicable) of your NRIC/Passport number. (Example: For S9612345B, to key in '345B'. For E99123456, to key in '456')**

Please email a scanned copy of the documents below to studentservices@nie.edu.sg :

1. Filled Replacement of Non-degree certificate form.
2. Statutory Declaration or Police Report for loss
3. Original certificate (if it is damaged)

After reviewing the above documents, NIE will contact you with further instructions.

D: Mode of Collection and Payment:

<input type="checkbox"/>	I will collect personally from: Office of Academic Administration and Services (OAAS), Student Services Centre, Block 1, Level 1, 1 Nanyang Walk, Singapore 637616
<input type="checkbox"/>	I agree to pay a postage fee of S\$10.20 (inclusive of GST) for the replacement certificate to mail to me by Registered Mail (Singapore). [Please ensure a valid complete mailing address is entered under Section A]
<input type="checkbox"/>	I agree to pay a DHL courier (overseas) fee of S\$61.20 (inclusive of GST) for the replacement certificate to be mailed to me by DHL. [Please ensure a valid complete mailing address is entered under Section A]

F: Signature of Graduate

Signature: _____ Date: _____

G: For Office Use Only

Amount paid: \$	Date of Payment:	Receipt No:
Date of Mailing:	Remarks:	