

STUDENT SERVICES CENTRE
Office of Academic Administration & Services
Block 1, Level 1
1 Nanyang Walk Singapore 637616
Tel : (65) 6219 6081 / 6082

REQUEST FOR STATEMENT FOR LOST CERTIFICATE

Note: Please complete all sections of this form. On completion, please email to:
studentservices@nie.edu.sg

Section I – Applicant’s Particulars

Full Name: * Mr/Miss/Mdm/Mrs (As used in TTC/IE/CPE/NIE during training)	
NRIC/FIN/Passport Number:	Tel/HP No.:
	Date of Birth:
Email Address:	
Current Address:	

* Delete accordingly

Section II – Details on Programme of Study Attended

Programme Title & Specialisation :	
Date/Month/Year of Admission :	Date of Completion :
Duration of Programme :	

PTO

Section III – Reason

I wish to request for a statement for my * lost/misplaced certificate.

Reason:

* Delete accordingly

Section IV - 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

Name

Signature

Date