

# AUTHORISATION FORM

## for Collection of Transcript

**Instructions:**

1. For application and collection of transcript by proxy, please complete this authorization form.
2. For verification purposes, the proxy will be required to produce the following documents:
  - a signed authorization form by transcript applicant;
  - a copy of the transcript applicant's NRIC (both sides) or Passport (personal particulars page);
  - payment receipt (for online payment only); and
  - the proxy's NRIC or Passport.

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To: **National University of Singapore**

I, the undersigned applicant, hereby authorize the following person to :  
*(please ✓ accordingly)*

apply and collect an urgent copy of my transcript(s) on my behalf

collect my transcript(s) on my behalf

|   |                    |
|---|--------------------|
| Authorized Person's Name (as per their NRIC/Passport):<br><i>(Please use BLOCK LETTERS)</i> | NRIC/Passport No.: |
|---|--------------------|

**Applicants Details:**

|   |                    |
|---|--------------------|
| Applicant's Name in Full (as per their NRIC/Passport):<br><i>(Please use BLOCK LETTERS)</i> | NRIC/Passport No.: |
|---|--------------------|

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*Applicant's Signature*

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*Date (DD/MM/YYYY)*

**Note:**

NUS collects personal information to support many University functions including, but not restricted to, teaching, learning, research, Administration and personal development. We may share relevant data within NUS, or if necessary, with other Government agencies (or Non-government agencies only if these are authorized to carry out specific Government services) so as to serve you efficiently and effectively, unless such sharing is prohibited by legislation.