

REQUEST FOR REPRINT OF RESULTS/ TRANSCRIPTS

Name:		NRIC/FIN/ Passport number:	
Email address:		Contact number:	
State reason for your request:			
Signature:		Date:	

- 1) Three sets of duplicates will be issued per request.
- 2) A non-refundable administrative fee (including GST) is payable for each request:
Alumni: S\$25.00 Current student: S\$5.00
- 3) Requests will only be processed after successful receipt of payment. Please refer to page 2 for payment instructions.
- 4) Current students and alumni residing in Singapore are to self-collect documents from the Division of Student Administration during office hours. You will be informed by phone or email when the documents are ready for collection.
- 5) For alumni residing overseas, please appoint an authorized local representative to submit the request, make payment and collect documents on your behalf. Alternatively, your documents will be sent to you via courier.
- 6) Estimated processing time: three to five working days from receipt of payment. Some requests may require a longer processing time to retrieve archived records.
- 7) Submit completed form to the Division of Student Administration at academic.admin@lasalle.edu.sg.
- 8) Results/transcripts will not be issued if you have outstanding fees and/or other amounts owing to the College.
- 9) This service does not cover printing of replacement certificates by partner institutions of LASALLE.
- 10) All information provided will be kept confidential and will only be used for its intended purpose.

Please tick one of the following:

- I am a LASALLE alumni/ex-student (Go to Section A)
- I am a LASALLE current student (Go to Section B)

Section A (for alumni/ex-student):

Student ID:	
Name of programme award:	
Year of graduation/exit:	
Mailing address	

Section B (for current students):

Student ID:	
Programme /Year of study /Class:	

MODES OF PAYMENT

PayNow / PayLah!

- Scan the SG QR code below or enter UEN 199202950W.
- Enter Student ID number in 'Reference Number' field.
- Email a screenshot of your payment to finance@lasalle.edu.sg after payment.



SingPost SAM Web/Mobile/Kiosk and Singapore Post Office

Modes available: Local credit card (VISA/Master /AMEX), eNets Debit

For web payment, please create an account via SingPost website www.mysam.sg

For mobile payment, please create an account via app "SingPost SAM"

Payment > Education > select "LASALLE" > select Application.... Others > select Reprint Transcript

By Flywire (if you are an alumnus residing overseas):

Once you have made payment via Flywire at lasalle.flywire.com, email finance@lasalle.edu.sg stating your name, Student ID/NRIC/passport number and payment description.

We will process your request upon receipt of payment.