

# **REQUEST FOR RE-PRINT OF RESULTS/ TRANSCRIPTS**

Name:					NRIC/FIN/ Passport Number:		
Email address:					Contact number:		
_	tate reason for our request:				number.		
Signature:					Date:		
1)	A non-refundable administrative fee (including GST) is payable for every request, with issuance of sets of duplicates.						
	Alumni: SG		Current student: SGD \$5.00				
2)	Request will only be processed after successful receipt of payment or bank clearance. Please refer to Page 2 for payment instructions.						
3)	Student Adminis	s and alumni residing in Singapore are to self-collect documents from Division of tration (DSA) during office hours. You will be informed by phone or email when the eady for collection.					
4)		ding overseas, please appoint an authorized local representative to submit the ayment and collect documents on your behalf. Alternatively, your documents will be courier.					
5)	Estimated processing time: 3 to 5 working days from receipt of payment. Some request may require longer processing time to retrieve archived records.						
6)	) Submit completed form to Division of Student Administration at LASALLE (Block E Level 2).						
7)	Results/Transcri the College.	Transcripts will not be issued if you have outstanding fees and/or other amounts owing to ege.					
8)	This service do additional cost w	bes not cover printing of replacement certificate by Partner Institution, where					
9)		provided will be kept confidential and will only be used for its intended purpose.					
		umni / Ex-stu urrent Studen	dent (Go to Section	,			
Student ID:							
Name of Programme Award:							
Year of Graduation / Exit:							
(to	ailing Address o send to alumnus r verseas):	esiding					
Section B (for Current Student) :							
Student ID:							
P	rogramme /Leve	l /Class:					



#### **FINANCE OPERATING HOURS**

The Division of Finance payment counter at LASALLE (Block E Level 2) is open from Monday to Friday, between 9.00am to 3.00pm.

#### **MODES OF PAYMENT**

#### By cash or NETS (in person):

Present the completed prescribed form and make payment at the Division of Finance.

## By cheque (for current student/alumnus residing locally only):

Indicate your Name, Student ID/NRIC/Passport Number and payment description at the back of the cheque and submit together with the prescribed form. Cheque should be made payable to **LASALLE**.

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

Once you have made payment via Flywire at <a href="mailto:lasalle.edu.sg">lasalle.edu.sg</a> stating your name, Student ID/NRIC/Passport Number and payment description. We will process your request upon receipt of monies.