BCA ACADEMY

Authorisation Form

For Collection of Transcript at Student Services Centre, School of Building & Development, BCA Academy

Important Notes:

(a) This form may take you 5 minutes to fill in. You will need the following information to fill in the form:

- The student's name, NRIC/Foreign Identification Number (FIN).
- The authorisation's name, NRIC/Foreign Identification Number (FIN).

(b) This form is only applicable for collection of transcript, a statement stating a full-time diploma / specialist diploma student's completed semesters' results .

(c) The following documents are required for collection:

- This completed form
- Student's original NRIC/Student pass/Training Work Permit or
- Photocopy of student's passport if student has returned to home country
- Authorised person's original NRIC/Student pass/Training Work Permit for verification.

TO: Student Services Centre

I (student's name), _____

of NRIC / FIN No._____

hereby authorise (authorised person's name) _____

of NRIC / FIN no._____

of contact no/email address_____

to collect the transcript on my behalf. I understand that the transcript will only be issued once.

_____ _____

Name & Signature of Student Date

_____ _____

Name & Signature of Authorised Person Date

For official use:-

Date of collection:_____

Issued by: _____