

OFFICIAL SCHOOL DOCUMENT(S) REQUEST FORM

Please submit the completed form to Learner Services and make the necessary payments prior to collection. It will take 5 – 7 working days for your request to be processed. If you are unable to collect the documents in person, please send an email to learnerservices@nexus.edu.sg, with the details of your representative.

Date of Request: _____

Learner's Name: _____ Class: _____

Requestor's Details

Name: _____ Mobile #: _____

Relationship to Learner: _____

Email Address: _____

Document(s) Requested

	No. of Copies	Fee Per Copy (excl GST)	Amount (S\$)
<input type="checkbox"/> Letter of Certification / Enrolment / Entry Visa		N.A.	N.A.
<input type="checkbox"/> Progress Report / Report Card Academic Year: _____ Semester: _____	–	S\$ 5.00	
<input type="checkbox"/> School Transcript *applicable only for Year 7-13 learners		S\$ 5.00	
		Total (incl GST)	

***Five copies of each document will be printed free of charge. Any additional copies will be chargeable.**

Please note that courier charges apply to documents that require delivery.

Address to be delivered to: _____

Recipient's Contact Details:

Name: _____ Mobile #: _____

Email Address: _____

ACKNOWLEDGEMENT (if collected in person)

Collected By: _____ Issued By: _____

Name and Signature

Name and Signature