

## REGISTRATION FOR AWARDS

Please complete the form & submit it to our Student Services Office

SECTION A		
Student's Name (as in NRIC / Student Pass):  <small>(Write in Capital Letters &amp; Underline Surname)</small>		Student ID No.:  <small>(NRIC / FIN No.)</small>
Course:		Passport No.:  <small>(Int'l Student Only)</small>
Major (if any):		Course Commencement Date:
Study Mode: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Email Address:	Contact No.:

SECTION B	
Modules/Units Successfully Completed:	

I authorised SMA Institute to process my certificate and academic transcript according to the information I have provided in this form.

Student's Signature:

Date:

**NOTE:**

Processing of certificate & academic transcript generally takes up to 60 days from the date of submission of this form (duly completed) to the Student Services Office or the release of results of the final module/unit, whichever is later.

### FOR OFFICIAL USE ONLY

SECTION C		
Registration Received & Verified By:  <small>(Name &amp; Signature)</small>	Forward For Processing On:  <small>(Date)</small>	Awards Processed By:  <small>(Name &amp; Signature)</small>
Remarks (if any):		