

REPLACEMENT OF DOCUMENTS

Certificates & Reprints of results transcripts

All request for replacements and reprints of certs and transcripts will require the following :-

1. In order to protect the information of graduates, request must be made directly by the graduate:-
 - a. in person at our office. (photo identification and students details will need to be provided) or
 - b. If you are unable to come to Singapore, you will have to confirm your identity by completing the Form 67b – (Request for Replacement of Certificate and Transcript.[form may be downloaded from the schools website < www.genetic.edu.sg >]) and having the form duly certified as being completed by you by either one of the following methods:-
 - i. officer in charge at the local Singapore Embassy or High Commission,
 - ii. witness by notary public
2. Before sending the request FORM 67b, please ensure that you have attached the search and processing fee together with the delivery cost (where applicable).
3. The processing fee must be made by Bank Draft denominated in USD and made out according to the instruction given on the form. All search and processing fees paid are not refundable.
4. If you are not collecting the documents yourself, and want us to send it to you, please fill in the appropriate section on the form and add US\$50 to your payment for courier services. The school is not liable if the delivery documents are damaged or lost in transit.
5. If you appoint someone to pick up the documents from the school on your behalf, please fill in the appropriate section on the form
6. Graduates may also approach their local Genetic Organisation office for identity verification and to make the request for replacement of documentation on your behalf.

General Related Policy Notice

7. No processing of any kind will be done until we receive the official request Form 67b accompanied by the payment in the form of a Bank Draft.
8. The normal processing time is 60 days from the date we receive the complete application request FORM 67b and the payment by Bank Draft.
9. All data will be provided as per records at our office.
10. Certificate replacements are only available for the International Diploma in Computer Studies and International Higher Diploma in Computer Studies.
11. Replacement certificates will be printed on the current format and will carry a “re-printed” notice.
12. New copies of Transcripts will be issued on request and will be printed on the current format and carry an appropriate reprinted notice.
13. With immediate effect, the “search and processing” fees for Replacement Certificates is USD\$150 and the search and processing fees for the printing of one set transcripts is USD\$50. Fees are not refundable so carefully check the details you have provide in the Form 67b before sending it.
14. Genetic Computer School reserves the right to refuse applications for replacement or reprints without giving reason.
15. For the bank draft follow these details:

Bank Name:	Development Bank of Singapore (DBS), Shenton Way Branch
Bank address:	No. 6, Shenton Way, Singapore
Account Name:	Genetic Computer School Ptd Ltd
Account No:	0001-006-211-01-2-022

FORM 67b

APPLICATION DOCUMENT REPLACEMENT



Send this form to: Student Services Department
Genetic Computer School
118, Aljunied Avenue 2, #02-100
Singapore 380118

For Enquiry:- GCS@genetic.edu.sg

Full Name			
Address:			
IC /Passport / Fin No:		Date of Birth:	DD /MM/ YYYY
Student Ref No.. [Old]		Matriculation no. [new] :	___ - ___ - ___
Tel / HP:	Fax:	eMail:	
Replacement / Transcript Requested for:		(please tick)	
International Diploma in Computer Studies	<input type="checkbox"/>	(USD\$150)	Certificate Replacement
Year of Graduation: _____ Semester : 1/2*	<input type="checkbox"/>	Print-Out Transcript (USD\$50 each) No sets required: _____	
International Higher Diploma in Computer Studies	<input type="checkbox"/>	(USD\$150)	Certificate Replacement
Year of Graduation: _____ Semester : 1/2*	<input type="checkbox"/>	Print-Out Transcript (USD\$50 each) No sets required: _____	
Collection: (please tick)			
<input type="checkbox"/>	I will collect from your office on	Date:	(weekdays only)
<input type="checkbox"/>	Please Courier to me, at the following address. I enclose an extra USD\$ 50 as delivery fee in the bank draft attached.	Delivery address:-	
<input type="checkbox"/>	Pick up by my representative: (I understand that only this representative must collect the documents personally and bring with him his passport or IC)	My Representative name as in Passport / IC:- Passport / IC No:- Date of collection:- DD/MM/YYYY	
Details of Bank Draft Attached		Date Issued:	
For the bank draft follow these details:		Bank Name:	
Bank Name:	Development Bank of Singapore (DBS), Shenton Way Branch	Bank Draft amount:	
Bank address:	No. 6, Shenton Way, Singapore		
Account Name:	Genetic Computer School Ptd Ltd		
Account No:	0001-006-211-01-2-022		

You may attach any documents you feel is helpful

Signature of Applicant Date: