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Student Records/Transcripts Request Form

Name of Student: LAST NAME, First Name:		Current Grade:	Year/s Attended ICS	Date of Birth:
Current Address :				Passport Country:
Requested By:		Relationship To Student:		Date of Request:
Contact Tel No:	Email :	Reason For Request: <input type="checkbox"/> Leaving Singapore <input type="checkbox"/> Transfer to another school in SG <input type="checkbox"/> Legal Documentation <input type="checkbox"/> College Application <input type="checkbox"/> Other : _____		
Requestor's Signature :		If leaving, date of departure from school:		

Document/s Requested: (Tick all that apply)		No. of Copies	Amount: ** 1st set is free, additional copies- \$10 each **
<input type="checkbox"/>	Report Cards / Scholastic Records		
<input type="checkbox"/>	High School Transcript		
<input type="checkbox"/>	Confirmation of Attendance		
<input type="checkbox"/>	Other/s :		
Document Collection / Delivery :			
<input type="checkbox"/>	To be picked up at the ICS Front Office		
REGULAR MAIL	<input type="checkbox"/> To be sent via Local Mail - (Provide forwarding address) :		
	<input type="checkbox"/> To be sent via Airmail/Overseas - (Provide forwarding address) :	Add \$5.00 per set	
	<input type="checkbox"/> Others:		
TOTAL			

Official ICS Policy

1. Regular processing for student records/transcripts takes around 2 weeks. For urgent requests, there is an additional charge of \$10 per set on top of regular processing fee/s.
2. ICS will only release student records/transcripts after clearance with the Business Office. Student should have no outstanding balances. Once cleared, transcript process shall begin. Otherwise student records/transcripts or other written details will NOT be sent.
3. If sending via other methods rather than regular mail—(via courier, priority mail, etc) additional charges will apply.