



From: Student Name

NRIC No

Class

Contact No

-----**DO NOT DETACH**-----

Collection of 'A' Level Certificate, School Graduation Certificate (SGC) and other documents

1. If you are unable to collect your certificates personally, you may authorize either your family member or friend to collect them on your behalf, by duly completing the letter of authorization below.
2. The authorized person is required to bring along his/her Identification Card (NRIC/FIN) when making the collection.
3. Please collect the certificates at the Student Affairs Centre between 10am to 4pm (Monday – Friday).

Thank you for your understanding and co-operation.

LETTER OF AUTHORIZATION

**To: Student Affairs Centre
Raffles Institution
Block D, Level 1
One Raffles Institution Lane
Singapore 575954**

I would like to authorize (name of authorized person), (state relationship), NRIC/FIN No to collect the above-mentioned documents on my behalf.

Yours sincerely

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Signature of Rafflesian & Date