

## STUDENT PARTICULARS UPDATE FORM

**INSTRUCTIONS:**

This form is to be completed by students requesting for updating personal particulars. Incomplete applications will not be processed. All information provided is treated with strictest confidentiality and are meant for internal use only.

**Section A: Student's Particular**

<b>Student ID:</b>	<b>Student Name:</b>	<b>Contact No:</b>
<b>NRIC/FIN/ Passport No:</b>	<b>Programme Name:</b>	<b>Email Address:</b>

**Section B: Request for Change of Personal Particular**

(Please tick (✓) accordingly)

Update Personal Particular	Details
<input type="checkbox"/> Change of Mailing Address	
	<b>Postal Code</b>
<input type="checkbox"/> Change of Emergency Contact Person	
<input type="checkbox"/> Change of Email Address	
<input type="checkbox"/> Change of Home Number	
<input type="checkbox"/> Change of Mobile Number	
<input type="checkbox"/> Change of Office Number	
<input type="checkbox"/> Change of Name	
<input type="checkbox"/> Change of Passport Number	
<input type="checkbox"/> Change of Expiry Date of Employment Pass	DD/MM/YYYY
<input type="checkbox"/> Change of Expiry Date of S-Pass / Work Permit	DD/MM/YYYY
<input type="checkbox"/> Change of Expiry Date of Dependent Pass	DD/MM/YYYY
<input type="checkbox"/> Other, please specify.	

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

<b>Name of Staff update the record:</b>	<b>Signature of Staff:</b>	<b>Date update the record (DD/MM/YYYY):</b>
---	----------------------------	---