

Office of Student Affairs

Certificate and/or Transcript Mailing Request Form

(A) Your Particulars			
Full Name (as in NAFA Student Card)			
NAFA Programme			
NAFA Admission Number		Contact Number	
(B) Overseas Address that the document(s) should be posted to			
Country		City	
Mailing Address			
Mailing Address in Chinese (if applicable)			
(C) Declaration by Graduate			
<p>I acknowledge that my documents will be posted to me via <u>normal</u> mail which <u>does not</u> have a tracking number.</p> <p>I understand that NAFA will not be held responsible for any delay, loss or damage to my Certificate and/or Transcript.</p> <p>I understand that NAFA will not be able to issue a replacement certificate for graduates who lost/did not receive the <u>Diploma/ Degree</u> certificate.</p> <p>I confirm that I have read and understood the above statements.</p>			
<p>_____</p> <p>Signature of Graduate</p>		<p>_____</p> <p>Date submitted</p>	