

SINGAPORE INSTITUTE of COMMERCE

Creating Learning Opportunities since 1947

NOTICE

To : **ALL GRADUANDS**

Date : 29 October 2010

From : Student Affairs Department

Subject : **GRADUATION CLEBRATION 2010 – 4 December 2010**

Dear Gradunds,

Congratulations on the completion of your studies at SIC.

We are pleased to inform you that the SIC Graduation Celebration 2010 will be held on

Tentative Date : 4 December 2010 (Saturday)

**Venue : STAMFORD BALLROOM
Level 4
Raffles City Convention Centre
2 Stamford Road Singapore 178882
<http://www.swissotel.com>**

Time : Morning Session

All eligible gradunds are advised to indicate their attendance on the enclosed Notice of Attendance form. The duly completed form must be sent to SIC by email to sa@sic.edu.sg or faxed to 63370400.

Regards.



**SINGAPORE
GRADUATION CEREMONY 2010
NOTIFICATION OF ATTENDANCE**

TESTAMUR DETAILS

Full Name : _____

Student Number : _____

Course Name : _____

This information is used to produce your testamur / certificate of course attendance. **Please fill in the information carefully.**

Please tick (✓) ONE box only.

I **WILL** be attending the graduation ceremony.

Estimated number of guests to be present: _____

I **WILL NOT** be attending the graduation ceremony.

Signature: _____

Date: _____

- * This form must be returned to SIC by mail or fax: 63370400 **NO LATER THAN 12 NOVEMBER 2010.**
(Late replies WILL NOT be accepted)
- * Please note that any changes made to the attendance form will not be accepted after 12 November 2010.
- * Kindly refer to www.sic.edu.sg for more information on the confirmation of the venue and time of the ceremony, procedure to collect graduation gowns and purchase of admission tickets.