

Graduation@Swinburne Sarawak – Applying to Graduate

Students need to apply to graduate from their course and to receive their award certificate.

Even if you have successfully completed all your subjects, you have not officially graduated and cannot call yourself a graduate-until you have been through the graduation process.

Where do I get an application form?

They are available from:

- ◆ Student Services Unit (call us on 082-416353 ext 8805)
- ◆ Swinburne Sarawak website (www.swinburne.edu.my/corporate/registrar/graduation.htm)

How do I submit the form?

The form (with details and appropriate payment) can be submitted via:

- ◆ Mail or
- ◆ Facsimile or
- ◆ Direct to the Student Services Unit counter

Closing dates for application forms

Information on application closing dates can be found at www.swinburne.edu.my/corporate/registrar/graduation.htm

Options for graduation

- ◆ Students completing a Foundation, Diploma, Bachelor or Master can choose **to attend a graduation ceremony.**
- ◆ All students can choose to graduate **in absentia ('in your absence')**. In this case you can choose either to claim your certificate/testamur from Swinburne Sarawak or we will send your certificate/testamur to you **two weeks after** the relevant graduation ceremony is held.

Students must submit the correct payment if they are attending a ceremony. There is no charge for a student who chooses for their certificates/testamurs to be mail out to their respective address.

What happens next?

Once we received your application and processed any payment, we will check that you have correct enrollment for the Award and do not have any outstanding debts to the university.

Once the closing dates for applications have passed and student results have been released, your application will be sent to your School for them to assess your eligibility.

Application status

To check the status of your application and to confirm the date and time of your ceremony/award mail out, check the Student Services Unit website at: www.swinburne.edu.my/corporate/registrar/graduation.htm

If you are eligible to graduate

You will receive invitation letter containing information on the ceremony and tickets(If you are attending the graduation ceremony) or in absentia letter (if you have chosen to graduate in absentia) **approximately three weeks before the ceremony.**

This will be your final chance to correct any mistakes in your name, award title or address. Please contact Student Services unit *as soon as possible.*

If you chose to have your certificate mailed to you, this will be sent out two weeks after the ceremony.

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If you are ineligible to graduate

You will receive a letter stating the reasons why you are ineligible. You should contact your Faculty or School directly if you have enquiries. (Student Services Unit does not make decisions regarding a student's eligibility).

If you paid to attend a ceremony, you will receive a full refund of your graduation fee **after** the ceremony/date.

What happens if I want to change my application or personal details?

We need any changes to your application or to your personal details **in writing**.

my address

We need you to fax or write in to us stating your name, your student ID, your old address, and your new address and **when** it becomes your active address. You need to sign and date the letter.

my name

You will need to provide evidence of your correct legal name. Satisfactory proof of identity documents includes any of: a certified photocopy of your birth certificate, driver's licence, passport, or marriage certificate.

the award title

You will need to speak to your School or Faculty in the first instance.

Still have questions?

Contact us at:

Our address:

Student Services Unit
Student Administration Department
Level 8, Kompleks Negeri
Jalan Simpang Tiga
93576 Kuching
Sarawak, Malaysia

Our phone and facsimile:

Telephone: (+6) 082 – 416 353

Facsimile: (+6) 082 – 423 594

This material in this brochure was correct at the time of printing but is subject to alteration or amendment without notice by Swinburne.

