

# How to Apply

## More Questions

+60 82 415 353 / +60 3 5631 2202

study@swinburne.edu.my

Follow these steps carefully to ensure your application is processed properly.

Please note that the requirements are different for students from Malaysia and those from other countries.

If you need assistance with your application you can email [study@swinburne.edu.my](mailto:study@swinburne.edu.my) or contact the Business Development and Communications Unit at Tel: +60 82 415 353 / +60 3 5631 2202 Fax: +60 82 428 353.

### Step 1

## Choose the program that suits your interests and career goals

### Step 2

## Complete the application form

- The application form is available from the Swinburne Sarawak website

<http://www.swinburne.edu.my/futurestudent/apply>

- If you are applying for Credit Transfer, you must complete the Credit Transfer section on the form. Please see Section D of the application form

### Step 3

## Attach the relevant documents to your application form

Relevant documents include:

- Certified copies of all your academic transcripts (with grading system) and testamurs. If your documentation is in a language other than English, an official certified translation must be provided
- Details of work experience, if applicable
- Certified copies of English proficiency test results (IELTS/TOEFL test scores or equivalent), if applicable
- Program or unit (subject) syllabus outlines if applying for credit transfer
- Refer to Section E of the application form on other required documents

### Step 4

## Submit your application form and required documents

- Fax, email or courier the completed application form along with the required documents to

Business Development and Communications Unit  
Swinburne University of Technology  
Sarawak Campus  
Jalan Simpang Tiga  
93350 Kuching  
Sarawak, Malaysia  
Email: [study@swinburne.edu.my](mailto:study@swinburne.edu.my)  
Fax: +60 82 428 353

- For international students, these documents must reach Swinburne Sarawak at least eight weeks before the commencement of the program. Please note that some programs have different commencement dates. You are advised to check with the Business Development and Communications Unit or a registered Swinburne Sarawak representative

### Step 5

## Receive your offer via email

- Swinburne Sarawak will assess your application. You will be informed through email or a phone call from the Business Development and Communications Unit or a representative of Swinburne Sarawak with regards to your offer

## APPLYING FOR CREDIT

### What is Credit?

Credit transfer is the granting of recognition for previous study and/or experience, in the form of exemption from certain program requirements. This term tends to be used interchangeably in Australian universities with the terms Recognition of Prior Learning (RPL), exemptions, advanced standing and/or status.

### How to apply for Credit

Submit a program or unit (subject) syllabus with your application for admission. Your application will be assessed and if successful you will receive advice in your letter of offer. If the Credit is conditional, you must provide evidence that you have satisfactorily met the condition(s) prior to or at the time of accepting your offer. The program duration shown in your letter of offer will reflect the amount of Credit granted.

If you do not request assessment of Credit when you submit your application, you must normally request assessment within two weeks of commencing the program. Applications made after this time may not be approved. All applications must be approved by your faculty or school.

## ACCEPTING YOUR OFFER

If your application is successful, you will be made an offer. The offer will include:

- the course you have been offered
- commencement, enrolment and orientation date
- the tuition fee deposit payable which includes:
  - For International students: medical insurance, processing fee and security deposit
  - For National students: application fee
- the conditions attached to the offer
- any additional information relevant to your course

To accept your Swinburne Sarawak offer, you are required to make the payment of fees as stated on the offer letter.

## PAYMENT

Please refer to the Offer Acceptance Form for the mode of payment and banking details.

Payment, preferably by bank draft or cheque, is to be made payable to Swinburne Sarawak Sdn Bhd.

Payment can also be made by credit card or telegraphic transfer. Please provide a copy of the transaction slip to the Business Development and Communications Unit.

## APPLYING FOR YOUR STUDENT VISA (FOR INTERNATIONAL STUDENTS)

- Once the required documents and payment have been received, they will be forwarded to the Malaysian Immigration Department for your student visa application. This process takes about four to six weeks
- Swinburne Sarawak will email and courier you the Student Visa Letter when your student visa is approved
- You are then to proceed to the Malaysian Embassy or consulate indicated on the student visa approval letter with your passport to obtain a Single Entry Visa, and make your travel arrangements
- After arriving at Swinburne Sarawak, you will be required to undergo a medical test (at no additional charge)
- Your passport and medical result will then be submitted to the Malaysian Immigration Department for endorsing the Student Pass into a Multiple Entry Student Pass. This process takes about three to four weeks

## ASSISTANCE WITH STUDENT VISA

International students from some countries who have already entered Malaysia with a social pass but do not yet have a student visa can seek the assistance of the university to apply for one. As a fee will be imposed by the Malaysian Immigration Department in such cases, you are advised to obtain the appropriate visa before your arrival.

For more information, please contact the Business Development and Communications Unit at Swinburne Sarawak.

# Entry Requirements

Program	Bangladesh Secondary School Cert	GCE O Levels	Indonesia SMA II	Iran High School Year 11	Kenya KCSE	Middle East GSEC	Myanmar Matriculation Examination	SPM	UEC	Vietnam Senior High School Year 11	West African SSC
---------	----------------------------------	--------------	------------------	--------------------------	------------	------------------	-----------------------------------	-----	-----	------------------------------------	------------------

## Foundation and Diploma

Swinburne Foundation Studies (Business)	3.5	5C	7.0	14 pts	C	60%	60%	5C	6.5	65%	5C
Swinburne Foundation Studies (Design)	3.5	5C	7.0	14 pts	C	60%	60%	5C	6.5	65%	5C
Swinburne Foundation Studies (Engineering/Science)	3.5	5C	7.0	14 pts	C	60%	60%	5C	6.5	65%	5C
Swinburne Foundation Studies (Information Technology/Multimedia)	3.5	5C	7.0	14 pts	C	60%	60%	5C	6.5	65%	5C
Diploma of Business	nil	3C	6.0	nil	D	50%	50%	3C	C	65%	3C
Diploma of Engineering	nil	3C	6.0	nil	D	50%	50%	3C	C	65%	3C

Program	Australian Foundation (min overall %)	Bangladesh Higher Secondary Cert	GCE A Levels	India & Pakistan Year 12	Indonesia SMA III	International Baccalaureate (IB)	Iran Pre-Uni Program	Kenya KCSE	Ontario CPU	STPM - 3 subjects	Sri Lankan A Levels	ATAR Score	UEC	Vietnam Snr High School Year 12
---------	---------------------------------------	----------------------------------	--------------	--------------------------	-------------------	----------------------------------	----------------------	------------	-------------	-------------------	---------------------	------------	-----	---------------------------------

## Commerce/Business

Bachelor of Commerce	60%	3.5	7	65%	74%	26	14 pts	C+	65	2Ps	7	65	5.5	80%
----------------------	-----	-----	---	-----	-----	----	--------	----	----	-----	---	----	-----	-----

## Design

Bachelor of Design	60%	3.5	7	65%	74%	26	14 pts	C+	65	2Ps	7	65	5.5	80%
--------------------	-----	-----	---	-----	-----	----	--------	----	----	-----	---	----	-----	-----

## Engineering

Bachelor of Engineering	60%	3.5	7	65%	74%	26	14 pts	C+	65	2Ps	7	65	5.5	80%
Double Degrees	60%	3.5	7	65%	74%	26	14 pts	C+	65	2Ps	7	65	5.5	80%

## Information and Communication Technologies

Bachelor of Information and Communication Technology	60%	3.5	7	65%	74%	26	14 pts	C+	65	2Ps	7	65	5.5	80%
Bachelor of Science (Computer Science and Software Engineering)	60%	3.5	7	65%	74%	26	14 pts	C+	65	2Ps	7	65	5.5	80%

## Science

Bachelor of Science (Biotechnology)	60%	3.5	7	65%	74%	26	14 pts	C+	65	2Ps	7	65	5.5	80%
-------------------------------------	-----	-----	---	-----	-----	----	--------	----	----	-----	---	----	-----	-----

## Postgraduate program by coursework

Master of Arts (TESOL)	Completion of a recognised bachelor degree													
Master of Management	Completion of a recognised bachelor degree													

## Notes

A Level: Total best 3 subjects including prerequisite subjects. Calculation of Score: A = 5 points, B = 4 points, C = 3 points, D = 2 points, E = 1 point.

Sri Lankan A Level: Total best 3 academic subjects including prerequisite subjects, excluding English. Calculation of Score: A = 5 points, B = 4 points, C = 3 points, S = 1 point.

STPM: 2 Principal passes with minimum grade 'C'.

UEC: C = Completion. Calculation of score: A1 = 1 point, A2 = 2 points, B3 = 3 points, B4 = 4 points, B5 = 5 points, B6 = 6 points, C7 = 7 points, C8 = 8 points (average of best five academic subjects).