



Student Operations (Student Information Centre) Request for Letter of Completion (LOC)

General Information

- LOC requests will be processed approximately three to four weeks after you have completed your course and your results have been released.
- Urgent requests must be accompanied by supporting documentations at the time of application (eg photocopy of visa showing expiry date)
- Your LOC will be posted to you as soon as it has been processed.

Personal Details

ID Number: Date of Birth:

Name:

Gender: Passport/ Identity Card No.:

Postal Address (If different from Semester Address on student system):

Contact No.:

Standard LOC

If you have completed your course and are not currently enrolled in any higher studies, you can request a Standard LOC. The Standard LOC will state your completion date and confirm that you have successfully completed the requirements for your course.

To obtain a Standard LOC, you must:

- Submit an 'Application for Award/Graduation' form (if you have not already submitted this form, please complete and lodge it with this application)
- Provide the following details:

Program Title: Program Code:

Intake Session: Date of Completion:

Graduation Date:

All students must complete

Signature: _____ Date: _____

Submitting your application

In person: Return the completed form and any supporting documentation to the Student Information Centre

By mail: Student Information Centre, Level 1,
Swinburne University of Technology
(Sarawak Campus)
Jalan Simpang Tiga, 93350 Kuching,
Sarawak

Tel: 082-416353
Fax: 082-423594
Email: sic@swinburne.edu.my
Website: www.swinburne.edu.my

