



REMEMBER: FILL BEFORE PRINTING

OFFICE USE ONLY	
Date Received:	Date Acknowledgement Sent:

Student Details	
<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree/Master/PHD
Given Name:	Family Name:
Student ID Number/Serial No.:	Date of Birth:
House Phone:	Mobile:
Email Address:	Course Code:
Full Title of Award applied for:	

Amendments
Do you wish to (Please select from list)
<input type="checkbox"/> Correct your name (Complete SECTION 1)
<input type="checkbox"/> Change your Address (Complete SECTION 2)
<input type="checkbox"/> Defer your application to the next ceremony (Complete SECTION 3)
<input type="checkbox"/> Graduate in Absentia (Not attend a Graduation Ceremony) (Complete SECTION 4)
<input type="checkbox"/> Withdraw your application to Graduate (Complete SECTION 5)
<input type="checkbox"/> Attend a Graduation Ceremony (Complete SECTION 6)

SECTION 1: NAME CHANGE	
My name should appear as:	
Surname:	Other Name:
Given Name:	
The Certified Copy of a legal document I have attached as a proof of name is (Please select from list)	
<input type="checkbox"/> Identification Card (IC)	<input type="checkbox"/> Marriage Certificate
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Driver's License
<input type="checkbox"/> Passport	
Student Signature:	Date:
Note 1: Names may not be deleted – e.g. A middle name – If they are part of your correct legal name	
Note 2: Once your award has been presented/conferred, you will be <u>unable</u> to change the name on the certificate at a later date	

SECTION 2: CHANGE OF ADDRESS
Current Address:



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New Address:	
New Address effective from (Must be completed):	
Student Signature:	Date:

SECTION 3: DEFER AWARD/GRADUATION APPLICATION	
<input type="checkbox"/> I wish to defer my award/graduation application to the next ceremony	
If you decide to defer your graduation until a later ceremony, the Graduation Section must be notified at least ten working days prior to your nominated ceremony/award date. You can only defer your graduation once .	
Student Signature:	Date:

SECTION 4: GRADUATE IN ABSENTIA (Not attend a Graduation)	
<input type="checkbox"/> I no longer wish to attend a graduation ceremony and now wish to graduate in absentia	
REFUNDS	
A refund will be made if the Graduation Section is notified in writing ten working days prior to you nominated ceremony/award date. Please note a cancellation fee will be deducted and refunds will be processed after the ceremony/award date.	
Student Signature:	Date:

SECTION 5: WITHDRAWAL OF APPLICATION TO GRADUATE	
<input type="checkbox"/> I no longer wish to attend a graduation ceremony and would like to withdraw my application to graduate.	
Student Signature:	Date:
Note: Notice of withdrawal must be received at least ten working days prior to award/ceremony date. You will be made ineligible and any refund will be processed after the ceremony/award date.	

SECTION 6: ATTEND A GRADUATION/AWARD CEREMONY	
<input type="checkbox"/> I now wish to attend a graduation/award ceremony and I have previously applied to graduate in absentia. I enclose _____ for payment to attend the Graduation Ceremony.	
Please note: The Graduation Section must be notified one month prior to the Graduation Ceremony. If you wish to amend your award application and now attend a graduation ceremony. If there is no place available at the ceremony, your payment will be refunded.	
My height is (gowning purposes at the ceremony):	

All applications can be submitted directly to Student Information Centre, Level 1, Building G. Applications also can be mailed or faxed to:

POSTAL ADDRESS

Student Information Centre
Level 1 Building G
Swinburne University of Technology Sarawak Campus
Jalan Simpang Tiga
93350 Kuching Sarawak

If you have any enquiries, please contact the Student Information Centre:
Telephone: (+6)082-416353
Fax No.: (+6)082-260819
Website: www.swinburne.edu.my
Email: sic@swinburne.edu.my



Amendment to Application for Award/Graduation

OFFICE USE ONLY
ACKNOWLEDGEMENT OF AMENDMENT TO AWARD APPLICATION

Thank you for your Amendment for Award/Graduation form received today.	
The following amendment has been made to your Award Application	
<input type="checkbox"/> Change of name	
<input type="checkbox"/> Change of address	
<input type="checkbox"/> Deferral of your Award Application to the next available ceremony appropriate for your Faculty/School	
<input type="checkbox"/> Date of next Ceremony: _____ (Information regarding this ceremony will be sent to you approximately 4 weeks prior to date of the ceremony)	
<input type="checkbox"/> Graduate in absentia: Amended from attendance to non-attendance at a graduation ceremony Provided that you are eligible for the award, your testamur will be posted to you approximately 2 weeks after graduation ceremony date and a Refund (less RM50.00 administration/cancellation fee)	
<input type="checkbox"/> Withdrawal of Application for Award/Graduation Any refund will be processed after the ceremony/award date	
<input type="checkbox"/> Attend a Graduation Ceremony – Graduation Fee Amend from non attendance to attendance at a graduation ceremony	
Ceremony date: _____ (Information regarding this ceremony will be sent to you approximately 4 weeks prior to the date of the ceremony)	
Actioned by:	Date: