



SWINBURNE
UNIVERSITY OF
TECHNOLOGY
SARAWAK CAMPUS

Application for Academic Transcript



REMEMBER: FILL BEFORE PRINTING

Information about your Academic Transcript

A Swinburne academic transcript gives a complete academic statement, including yearly enrolment details, subjects, results and course completion and/or graduation details if appropriate. All failures, absences, withdrawals, grades etc are included.

Cost

The cost of this is RM50 per request per course, which includes two original copies plus RM5 for each additional copy.

Processing time

Academic transcripts generally take fifteen (15) business days to process, longer if you have completed but not graduated, or if you graduated prior to 2000.

Identification required

When requesting an academic transcript, you must present a legitimate form of personal identification (e.g. student ID card, driver's license, passport) showing your name, photo and signature. If faxing or mailing your request, then a copy of this must be supplied with your request, otherwise your request cannot be processed.

PERSONAL DETAILS

Submit ID Number: Date of Birth:

Family Name: Given Names:

Address:

If the address above is different to that on the University's student administration database, this request will be treated as a change of address. Please provide an explanation if this is not the case.

Daytime phone number: Email address:

Course Title (a separate application is required for each course)

Have you completed your course? If yes, year of completion:

Have you graduated/received your graduation certificate?

If no, have you lodged an Application for Award/Graduation?

If no, you MUST lodge an Application for Award/Graduation before you apply for an academic transcript.

PAYMENT DETAILS

Please indicate how you intend to pay:

- Cash** (pay at the Finance Counter on campus)
- Cheque/Money order** (made payable to "Swinburne Sarawak Sdn Bhd" and posted, with this form to the address below)
- Telegraphic Transfer**
- Credit Card:**

If paying by credit card provide the following information otherwise proceed to "Delivery Instructions" section.

Cardholder number: Card Type: Expiry date:

Cardholder name: Signature: _____

Number of copies requested (RM50 for two copies plus RM5 for each additional copy) Total RM:

Office use: Swinburne RHB Bank Berhad; Account number: 2-11016-00065829; SWIFT CODE: RHBBMYKL

DELIVERY INSTRUCTIONS

- Hold for collection at the Student Information Centre (please ensure daytime phone number is supplied in Personal Details section above)
- Mail to the address indicated above.

Signature: _____

LODGING APPLICATION FORM AND PAYMENT

In person: Student Information Centre with payment and appropriate ID.
 Fax to: +60 82 260819 with credit card payment details and a copy of ID attached.
 Mail to: Student Information Centre
 Swinburne University of Technology Sarawak Campus
 Jalan Simpang Tiga
 93350 Kuching, Sarawak MALAYSIA

With cheque or credit card payment details and a copy of ID attached.

PRIVACY STATEMENT

Swinburne University of Technology collects, uses and destroys personal information in accordance with or University's Policies. The policies can be viewed at www.swinburne.edu.my. Enquiries relating to this form should be directed to the Student Information Centre.