



SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY  
SARAWAK CAMPUS

Swinburne University of Technology

# Application for Foundation Certificate



**REMEMBER: FILL BEFORE PRINTING**

Please submit this application accompanied with a photocopy of IC or Passport

STUDENT DETAILS

<b>Tick (√) at the appropriate boxes:</b>	
<input type="checkbox"/> Foundation	
Student ID No./Serial No.:	Date of Birth:
Are you an International Student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Others – please specify: _____	
Family name:	
Given Name:	
Pronunciation (if request):	
Mailing Address:	
Phone No.:	Email Address:

AWARD DETAILS

Course Code:	Expected Completion Date:
Full title of Course: (e.g. Foundation of Business)	

COLLECTION OPTIONS

Select one of the following two options	
Tick (√) the appropriate :	
<input type="checkbox"/> I will claim my certificate from Swinburne Sarawak	
<input type="checkbox"/> Please mail my certificate to mailing address	
<b>AWARD/REMITTANCE COST:</b>	
• Malaysian Address	RM100.00
• Outside Malaysia – East Asia, USA, UK & Australia	RM200.00
• Outside Malaysia – Europe, Middle East & India	RM250.00



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OVERSEAS ADDRESS

Record your address below if Certificate is to be mailed overseas.
What date will you leave Kuching? _____
Address:
Phone:
Email Address:

PAYMENT OPTIONS

<b>PAYMENT METHODS:</b>
◆ Payment made by cash can be made at the Finance Counter, <b>SWINBURNE SARAWAK CAMPUS</b>
◆ Payment made by cheque should be crossed and made payable to " <b>SWINBURNE SARAWAK SDN. BHD.</b> "
◆ Applicants can also make payment via our banker, <b>RHB BANK &amp; Account Number: 211016-00065829</b>
◆ Please extend payment advice and bank-in slip to us if cheque/cash is banked with our banker
Credit cardholders can use the payment options below
<b>Payment by CREDIT CARD at Finance Counter Only:</b>
CREDIT CARD DETAILS (All details below must be completed)
Credit Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Credit Card Number: _____
Card Expiry Date: Month _____ Year _____
Name on Card:
Cardholder's Signature: _____ Date: _____

SUBMITTING APPLICATIONS

All applications can be submitted directly to Client Services (CS) Building G Level 1. Applications also can be mailed or faxed to:	
<b>POSTAL ADDRESS</b>	If you have any enquiries, please contact the Student Information Centre:
Student Information Centre (1 <sup>st</sup> Floor)	Telephone: (+6)082-416353
Student Operations	Fax no.: (+6)082-260819
Swinburne University of Technology (Sarawak Campus)	Website: <a href="http://www.swinburne.edu.my/corporate/registrar/graduation">www.swinburne.edu.my/corporate/registrar/graduation</a>
Jalan Simpang Tiga	Email: <a href="mailto:sic@swinburne.edu.my">sic@swinburne.edu.my</a>
93350 Kuching, Sarawak	



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## IMPORTANT POINTS TO NOTE BEFORE SUBMITTING THIS FORM

SIGNATURES

- ◆ All debts with the university must have been cleared
- ◆ Applicants have enrolled for the award they are applying for
- ◆ All applications for exemptions have been lodged with and processed by your school
- ◆ Application form to be accompanied with a photocopy of IC or Passport

Please sign below as acknowledgement that you have read and understood all the requirements of this form. Upon receipt of your award application form, an acknowledgement letter will be sent to you.

Signature of applicant:

Date:

### For Office use Only

Debt Checked

Name, Address & Phone Checked

Enrolment Checked

LOC Request

Initials: \_\_\_\_\_

### Privacy Statement

Swinburne University of Technology (Sarawak Campus) collects uses and destroys personal information in accordance with our Privacy policy.