

**REMEMBER: FILL BEFORE PRINTING**

Please note the closing date 30<sup>th</sup> JUNE 2012 for applications – Do not wait for your results  
HAVE YOU CHECKED WITH YOUR PROGRAM COORDINATOR ON THE NUMBER OF COMPLETED SUBJECTS?

STUDENT DETAILS

<b>Tick (√) your appropriate program:</b>	
<input type="checkbox"/> Diploma	<input type="checkbox"/> Degree/Master/PHD
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. Bachelor of Business)	
Major Studies:	
Have you participated in an Industrial Based Learning (IBL) Program: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please complete the following:	
IBL Duration: _____ Month/From: _____ to _____ (e.g. Months; From July/08 to Feb/09)	
Name of IBL Supervisor:	
Verified By:	

GRADUATION OPTIONS

Select one of the following five options from A & B
Tick (√) your appropriate program:
<b>A. ATTEND A GRADUATION CEREMONY</b>
<input type="checkbox"/> DIPLOMA (RM250.00 Inclusive: Payment of Graduation Fee, 2 Invitation Cards, Rental of Gown)
<input type="checkbox"/> DEGREE/MASTER/PHD (RM300.00 Inclusive: Payment of Graduation Fee, 2 Invitation Cards, Rental of Gown)
<input type="checkbox"/> I want to have _____ Extra Invitation Card/s. (Max. 2 cards, based on first come first served basis)
My height is: _____ (for gowning purposes at ceremony)
Will you require assistance due to disability? <input type="checkbox"/> Yes <input type="checkbox"/> No



SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY  
SARAWAK CAMPUS

Swinburne University of Technology

# Application for Award/Graduation



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GRADUATION OPTIONS

Select one of the following five options from A & B						
Tick (✓) the appropriate :						
<b>B. IN ABSENTIA (RM 50.00)</b>						
<input type="checkbox"/> I will claim my certificate/testamur from Swinburne Sarawak						
<input type="checkbox"/> Please mail my certificate/testamur to mailing address						
Reason for not attending: <input type="checkbox"/> Not interested <input type="checkbox"/> Cost <input type="checkbox"/> Other (please comment): _____						
<b>TESTAMUR/AWARD/REMITTANCE COST:</b>						
<table border="0"> <tr> <td>• Malaysian Address</td> <td>RM100.00</td> </tr> <tr> <td>• Outside Malaysia – East Asia, USA, UK &amp; Australia</td> <td>RM200.00</td> </tr> <tr> <td>• Outside Malaysia – Europe, Middle East &amp; India</td> <td>RM250.00</td> </tr> </table>	• Malaysian Address	RM100.00	• Outside Malaysia – East Asia, USA, UK & Australia	RM200.00	• Outside Malaysia – Europe, Middle East & India	RM250.00
• Malaysian Address	RM100.00					
• Outside Malaysia – East Asia, USA, UK & Australia	RM200.00					
• Outside Malaysia – Europe, Middle East & India	RM250.00					

OVERSEAS ADDRESS

Record your address below if Certificate/testamur 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

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> Student Information Centre (1 <sup>st</sup> Floor) Student Operations Department Swinburne University of Technology Sarawak 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: <a href="http://www.swinburne.edu.my/corporate/registrar/graduation">www.swinburne.edu.my/corporate/registrar/graduation</a> Email: <a href="mailto:sic@swinburne.edu.my">sic@swinburne.edu.my</a>

SIGNATURES

<b>ARE YOU REQUESTING FOR A LETTER OF COMPLETION?</b>	
<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IMPORTANT POINTS TO NOTE BEFORE SUBMITTING THIS FORM</b>	
◆ 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	
◆ Payment must be included with this application form	
◆ <b>IMPORTANT! Application form to be accompanied with a photocopy of IC or Passport and Receipt of Payment</b>	
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 notification via email will be sent to you.	
Signature of applicant:	Date:

<b>Privacy Statement</b>
<b>Swinburne University of Technology (Sarawak Campus) collects uses and destroys personal information in accordance with our Privacy Policy.</b>

<b>For Office use Only</b>
<input type="checkbox"/> Debt Checked <input type="checkbox"/> Name, Address & Phone Checked
Initials: _____