

REMEMBER: FILL BEFORE PRINTING

Note: Payment of RM 5 per copy to be made at Finance Counter before proceeding to SIC Counter for printing

A Swinburne results certificate gives a complete listing of all grades awarded for a course of study, but does not include course completion date or graduation date. This form can be used by current or past Swinburne students to request for an official copy of their results.

Please note: Current students can access their results online via Blackboard.

Duration:

A results certificate can generally be printed on-the-spot if you present in person between 9.00am – 5.00pm Monday to Friday. Mail/fax applications generally take three to five days to process.

Required Documentation:

When requesting a results certificate, you must present a legitimate form of personal identification (eg student ID card, driver's licence, passport) showing your name, signature and photograph.

If faxing or mailing your request, than a copy of this must be supplied with your request, otherwise your request cannot be processed.

A result certificate can be collected or ordered by a third party. However a signed authority and a photo ID of that person should be provided as well as ID of the person collecting/requesting the results certificate.

Personal Details	
Student ID Number:	Date of Birth:
Family Name:	IC or Passport No.:
Given Name:	
Postal Address:	
Phone Number:	Email Address:
Program Title:	Program Code:
Delivery Instructions	
<input type="checkbox"/> On-the-spot processing <input type="checkbox"/> Hold for collection at the Student Information Centre (please ensure phone number is supplied in Personal Details section above) <input type="checkbox"/> Mail to the address indicated above	
Signature:	Date:
Lodging Application Form	
In person: Visit the Student Information Centre with appropriate ID .	
By mail: Student Information Centre Level 1 Swinburne University of Technology Sarawak Campus Jalan Simpang Tiga 93350 Kuching Sarawak	Tel: (+6)082 416353 Fax: (+6)082 260819 Email: sic@swinburne.edu.my Website: www.swinburne.edu.my
Privacy Statement	
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