



Student Operations (Student Information Centre)  
**Request for Letter of Completion (LOC)**

**REMEMBER: FILL BEFORE PRINTING**

**General Information**

- LOC requests will be processed approximately three to four weeks after you have completed your course and your results have been released
- Urgent requests must be accompanied by supporting documentations at the time of application (e.g. photocopy of visa showing expiry date)
- Your LOC will be posted to you as soon as it has been processed

**Personal Details**

Name:	
Student ID No.:	
Date of Birth:	Contact No.:
Gender:	Passport/Identity Card No.:
Postal Address:	

**Standard LOC**

If you have completed your course and are not currently enrolled in any higher studies, you can request a Standard LOC. The Standard LOC will state your completion date and confirm that you have successfully completed the requirements for your course.

To obtain a Standard LOC, you must:

- Submit an 'Application for Award/Graduation' form (if you have not already submitted this form, please complete and lodge it with this application)
- Provide the following details:

Program Title:	Program Code:
Intake Session:	Date of Completion:
Graduation Date:	

**All students must complete**

Signature:	Date:
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**Submitting your application**

**In person:** Return the completed form and any supporting documentations to the Student Information Centre

<b>By mail:</b> 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: <a href="mailto:sic@swinburne.edu.my">sic@swinburne.edu.my</a> Website: <a href="http://www.swinburne.edu.my">www.swinburne.edu.my</a>
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