



SWINBURNE
UNIVERSITY OF
TECHNOLOGY
SARAWAK CAMPUS

Student Operations (Student Information Centre)
Reference Letter Request Form

REMEMBER: FILL BEFORE PRINTING

Please mark (X) in the boxes: Bank Letter EPF Letter

Personal Details

Full Name:	Date:
Contact No.:	Gender:
Student ID No.:	Nationality:
Passport/IC No.:	Date of Birth:

Academic Details

Program Enrolled:	
Intake Session:	Year/Semester:
Expected Date to Complete:	
Purposes:	
Letter To Be Addressed To:	

Extra Information (For EPF Letter Only)

DETAILS ON SCHOLARSHIP/LOAN/AID (if available)

Lender's/Sponsor's Name:	
Period of Loan/Sponsorship:	
Total Amount of Loan/Sponsorship:	
Annual Tuition Fee/Semester Fee which is not paid by Sponsor and needs to be paid by the student:	
Reason for paying Tuition Fee personally:	

Total Course Fees:	Annual Fee/Semester Fee:
Payment of fees to: <u>Swinburne Sarawak Sdn Bhd</u> or to	Name:
	IC No.:
Please attach together: 1) Invoice 2) Tuition Payment Slip 3) Offer Letter	
Receiving Staff:	Date:

Student's Acknowledgement

Date Collected:	Student Signature:
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