



Student Operations (Student Information Centre)  
**Request for Replacement Testamur**

**REMEMBER: FILL BEFORE PRINTING**

**Request for the Request:**

Lost or Destroyed Testamur

Your request will not be processed unless you complete and return this form with: 1) **A Statutory Declaration** outlining the circumstances of the loss of or damage to the testamur; 2) If damaged, you must **return the damaged testamur** along with this request; 3) **Payment**

Replacement Testamur showing name change

Your request will not be processed unless you complete and return this form with: 1) The original testamur (this must be surrendered and destroyed before we can issue the replacement); 2) **Certified copy of any change certificate**, ie a Change of Name Certificate from the Registry of Births, Deaths and Marriages (changes from married name to birth name); 3) **A short letter confirming** that you would like a replacement certificate showing the changed name, the address to which you would like it sent and any deadline information (eg needed for a job interview on a specific date); 4) **Payment**

**Personal Details**

Student ID Number:	Date of Birth:
Title:	Date of Application:
Family Name:	IC or Passport No.:
Given Name:	
Postal Address:	
Phone Number:	Email Address:
Program Title:	Program Code:

**Award Details**

Qualification:

Date of Graduation:

**Fees/Payment Options**

Payment made by cash can be made at the Finance Counter, **SWINBURNE SARAWAK CAMPUS**. Payment made by cheque should be crossed and made payable to "**SWINBURNE SARAWAK SDN BHD**". Applicants can also make payment via our banker, **RHB BANK & Account Number: 2-11016-00065829**. Please extend payment advice and bank-in slip to us if cheque/cash is banked with our banker.

Replacement Cost:

- Replacement of Testamur RM250.00
- Malaysian Address RM100.00
- Outside Malaysia – East Asia, USA, UK & Australia RM200.00
- Outside Malaysia – Europe, Middle East & India RM250.00

Please indicate how you intend to pay:

- Cheque payable to Swinburne University of Technology     Bank-In/ Cash Deposit     Credit Card

Signature:

**Privacy Statement**

Swinburne University of Technology collects uses and destroys personal information in accordance with our Privacy Policy. The Privacy Statement can be viewed at [www.swinburne.edu.my](http://www.swinburne.edu.my). Enquiries relating to information included in this form should be directed to SIC.

