

Information about your Academic Transcript

A Swinburne academic transcript gives a complete academic statement, including yearly enrolment details, subjects, results and course completion and/or graduation details if appropriate. All failures, absences, withdrawals, grades etc. are included.

Cost

The cost of this is RM50 per request per course, which includes (1) one Original copy and RM5 for each additional copy (Photocopied & certified).

Processing time

Academic transcripts generally take fifteen (15) business days to process, longer if you have completed but not graduated, or if you graduated prior to 2000.

Identification required

When requesting an academic transcript, you must present a legitimate form of personal identification (e.g. student ID card, driver's license, passport) showing your name, photo and signature. If faxing or mailing your request, then a copy of this must be supplied with your request, otherwise your request cannot be processed.

PERSONAL DETAILS

Student ID No.:	<input type="text"/>	Date of Birth:	<input type="text"/>
Family Name:	<input type="text"/>	Given Name:	<input type="text"/>
Permanent Address:	<input type="text"/>		
Mailing Address (if courier):	<input type="text"/>		
Daytime phone number:	<input type="text"/>	Email address:	<input type="text"/>
Course Title (a separate application is required for each course)	<input type="text"/>		
Have you completed your course?	<input type="checkbox"/>	If yes, year of completion:	<input type="text"/>
Have you graduated/received your graduation certificate?	<input type="checkbox"/>		
If no, have you lodged an Application for Award/Graduation?	<input type="checkbox"/>		

If no, you MUST lodge an Application for Award/Graduation before you apply for an academic transcript.

PAYMENT DETAILS

<input type="checkbox"/> Direct Bank-in	<input type="checkbox"/> Original copy (RM50 each)
<input type="checkbox"/> Online Transfer	<input type="checkbox"/> Photocopied & Certified copy (RM5 each)
<input type="checkbox"/> Telegraphic transfer / Wire remittance	
<input type="checkbox"/> Bank/Draft / Cheque	
<input type="checkbox"/> Credit Card / Bank Card	Total: RM <input type="text"/>
<input type="checkbox"/> Sarawak Pay (E-wallet) Cash	

*For further information, please refer to this link:

<https://www.swinburne.edu.my/currentstudents/manage-course/paying-fees/how-i-pay-my-fee.php>

DELIVERY INSTRUCTIONS

- Hold for collection at the Student Information Centre (please ensure daytime phone number is supplied in Personal Details section above)
- Mail to the address indicated above.

Signature: _____

LODGING APPLICATION FORM AND PAYMENT

In person: Student Information Centre with payment and appropriate ID.
Fax to: + 60 82 260819 with payment details and a copy of ID attached.
Mail to: Student Information Centre
 Swinburne University of Technology Sarawak Campus Jalan
 Simpang Tiga
 93350 Kuching, Sarawak MALAYSIA

With payment details and a copy of ID attached.

PRIVACY STATEMENT

Privacy Statement Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at <http://www.swinburne.edu.my/privacy/>. Enquiries relating to this form should be directed to the Student Information Centre.