



Student Engagement (Student Information Centre)  
**Application for Results Certificate**



**REMEMBER: FILL BEFORE PRINTING**

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

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.

**Duration:**

A results certificate can generally be printed on-the-spot after payment is made if you present in person between 8.30am – 5.00pm Monday to Friday. Mail/fax applications generally take three to five days to process after payment is made.

**Required Documentation:**

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

If faxing or mailing your request, a copy of the above document 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 Central (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	
<b>In person:</b> Visit the Student Information Centre with <b>appropriate ID</b> .	
<b>By mail:</b> Student Information Centre, studentHQ A001 & A002, Building A Swinburne University of Technology Sarawak Campus Jalan Simpang Tiga 93350 Kuching Sarawak	Tel: (+6)082 260600 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>
Privacy Statement	
Swinburne University of Technology Sarawak Campus collects, uses and destroys personal data in accordance with our Privacy Collection Notice at <a href="http://www.swinburne.edu.my/privacy/">http://www.swinburne.edu.my/privacy/</a>	