

**REMEMBER: FILL BEFORE PRINTING**

**Information about Status Letter**

Status letters may be requested by current and past students of Swinburne to provide proof of current or past enrolment. A status letter includes a student's name, address, title of course, course commencement date, current study load, semester enrolled (if requested) and studies conducted in the English language (international students only, unless otherwise requested)

**Processing Time**

Status letter generally take **two working days** to process, however at **peak times** may take up to **four working days**.

**Identification Required**

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

**Personal Details**

Student ID Number:	Date of Birth:
Family Name:	IC or Passport No.:
Given Name:	
Postal Address:	
<b>If the address above is different to that on the University's student administration database, this request will be treated as a change of address. Please provide an explanation if this is not the case.</b>	
Phone Number:	Email Address:
Program Title:	Program Code:

**Instruction/Reason for Request**

To Whom:
Purpose:
Specific Information/Instruction:

**Delivery Instructions**

Signature:	Date:
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**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>

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