



Student Engagement (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:	

For EPF Letter Only

<u>DETAILS ON SCHOLARSHIP/LOAN/AID (if applicable)</u>	
Loan/Sponsor's Name:	
Period of Loan/Sponsorship:	
Total Amount of Loan/Sponsorship:	
Annual Tuition Fee/Semester Fee (not covered by loan/sponsor)	

Total Course Fees:	Annual Fee/Semester Fee:
Payment of fees to: Swinburne Sarawak Sdn Bhd or to	Name:
	IC No.:
Please attach together: 1) Invoice 2) Tuition Payment Slip (if tuition fee is paid in advance) 3) Offer Letter (for 1st time application)	
Receiving Staff:	Date:

Student's Acknowledgement

Date Collected:	Student Signature:
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Privacy Statement

I confirm that I have obtained consent from the individuals mentioned in this form and notified them of the University's Privacy Collection Notice in the processing and disclosure of their personal data for the fulfilment of this contract.
 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/>