

Request for Replacement Testamur



REMEMBER: FILL BEFORE PRINTING

Request for :

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 Treasury 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** or **CIMB BANK & Account Number: 80-0526998-9**. Please extend payment advice and bank-in slip to us if cheque/cash is banked with our banker.

Replacement Cost:

- | | |
|---|----------|
| <input type="checkbox"/> Replacement of Testamur | RM250.00 |
| <input type="checkbox"/> Remittance cost - Within Malaysia | RM100.00 |
| <input type="checkbox"/> Remittance cost - Outside Malaysia | RM250.00 |

Please indicate how you intend to pay:

- Cheque payable to Swinburne Sarawak Sdn Bhd Bank-In/ Cash Deposit

Signature:

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 information included in this form should be directed to SIC.