



REMEMBER: FILL BEFORE PRINTING

Please submit this application accompanied with a photocopy of IC or Passport

STUDENT DETAILS

Tick (✓) at the appropriate boxes:	
<input type="checkbox"/> SFS (Business) <input type="checkbox"/> SFS (Engineering & Science) <input type="checkbox"/> SFS (Information Technology / Multimedia) <input type="checkbox"/> SFS (Design)	
Student ID No:	Date of Birth:
Are you an International Student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Others – please specify: _____	
Family name:	
Given Name:	
Mailing Address:	
Phone No.:	Email Address:

AWARD DETAILS

Course Code:	Expected Completion Date:
Full title of Course:	

COLLECTION OPTIONS

Select one of the following two options
Tick (✓) the appropriate:
<input type="checkbox"/> I will claim my certificate from Swinburne Sarawak
<input type="checkbox"/> Please mail my certificate to mailing address
AWARD/REMITTANCE COST:
<input type="checkbox"/> Malaysia: RM100.00
<input type="checkbox"/> Outside Malaysia: RM250.00

FEE

<input type="checkbox"/> RM 50.00 (Certificate & One (1) Academic Transcript)
<input type="checkbox"/> Free of Charge: One (1) Academic Transcript – For the First time ONLY
<input type="checkbox"/> Free of Charge: Letter of Completion (LOC)

REMEMBER: FILL BEFORE PRINTING

OVERSEAS ADDRESS

Record your address below if the Certificate is to be mailed:-
What date will you leave Kuching? _____
Address:
Phone:
Email Address:

PAYMENT OPTIONS

PAYMENT METHODS:
<input type="checkbox"/> Direct Bank-in <input type="checkbox"/> Online Transfer <input type="checkbox"/> Telegraphic transfer / Wire remittance <input type="checkbox"/> Bank / Draft / Cheque <input type="checkbox"/> Credit Card / Bank Card <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
♦ 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's Account Number: 211016-00065829 or CIMB BANK's Account Number: 80-0526998-9
♦ Please extend payment advice and bank-in slip to us if cheque/cash is banked with our banker
♦ Payment by CREDIT CARD at Treasury Counter Only

SUBMITTING APPLICATIONS

All applications can be submitted directly to Student Information Centre (SIC). Applications also can be emailed to:	
POSTAL ADDRESS Student Information Centre, Student Central Swinburne University of Technology Sarawak Campus Jalan Simpang Tiga 93350 Kuching, Sarawak Malaysia.	If you have any enquiries, please contact Student Information Centre: Telephone: +6082-260600; +6082416353 Website: http://www.swinburne.edu.my/category/student-engagement Email: sic@swinburne.edu.my or graduation@swinburne.edu.my



REMEMBER: FILL BEFORE PRINTING

SIGNATURES

IMPORTANT POINTS TO NOTE BEFORE SUBMITTING THIS FORM

- All debts with the university must have been cleared
- Applicant has enrolled for the award they are applying for
- All applications for exemptions have been lodged with and processed by your school
- Application form to be accompanied with a photocopy of IC or Passport

Please sign below as acknowledgement that you have read and understood all the requirements of this form. Upon receipt of your award application form, an acknowledgement letter will be sent to you.

Signature of applicant: _____

Date: _____

For Office Use Only

- Debt Checked
- Name, Address & Phone Checked
- Enrolment Checked
- LOC Request

Initials: _____

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/>