Student Operations (Student Information Centre)

Request for Letter of Completion (LOC)

General Information
- LOC requests will be processed approximately three to four weeks after you have completed your course and your results have been released.
- Urgent requests must be accompanied by supporting documentations at the time of application (eg photocopy of visa showing expiry date)
- Your LOC will be posted to you as soon as it has been processed.

Personal Details

ID Number: Date of Birth:

Name:

Gender: Passport/ Identity Card No.:

Postal Address (If different from Semester Address on student system):

Contact No.:

Standard LOC
If you have completed your course and are not currently enrolled in any higher studies, you can request a Standard LOC. The Standard LOC will state your completion date and confirm that you have successfully completed the requirements for your course.
To obtain a Standard LOC, you must:
- Provide the following details:
  Program Title: Program Code:
  Intake Session: Date of Completion:
  Graduation Date: 

All students must complete

Signature: Date:

Submitting your application

In person: Return the completed form and any supporting documentation to the Student Information Centre

By mail: Student Information Centre, Level 1, Swinburne University of Technology (Sarawak Campus)
Jalan Simpang Tiga, 93350 Kuching, Sarawak
Tel: 082-416353 Fax: 082-423594
Email: sic@swinburne.edu.my Website: www.swinburne.edu.my

SIC 24 August 2009