



Student Operations (Student Information Centre)
Request for Replacement Testamur

REMEMBER: FILL BEFORE PRINTING

Request for the Request:

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 Finance 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**. Please extend payment advice and bank-in slip to us if cheque/cash is banked with our banker.

Replacement Cost:

- Replacement of Testamur RM250.00
- Malaysian Address RM100.00
- Outside Malaysia – East Asia, USA, UK & Australia RM200.00
- Outside Malaysia – Europe, Middle East & India RM250.00

Please indicate how you intend to pay:

- Cheque payable to Swinburne University of Technology Bank-In/ Cash Deposit Credit Card

Signature:

Privacy Statement

Swinburne University of Technology collects uses and destroys personal information in accordance with our Privacy Policy. The Privacy Statement can be viewed at www.swinburne.edu.my. Enquiries relating to information included in this form should be directed to SIC.

