

# Academic Verification Request Form – Current & Past Student

## Academic Verification

The Academic Verification is for use by external companies/agencies to confirm that the information a student has provided to them is correct. This can be used for employment or further study. It contains the following information:

- Current enrolment dates & course
- Industry Based Learning
- Completion dates
- Conferral/Graduation dates

Any external company/agency requiring confirmation on a current or past student can apply for verification. For any information other than conferral/graduation date, a Privacy Waiver must be supplied where the student is authorizing the release of information to the specified company/agency.

There is no charge for Academic Verification Requests. A request generally takes between 5 to 10 working days.

*Fields marked with \* are mandatory*

## Important Information

1. Verification of a student's qualification will be made where the award has been conferred/ graduated. Past students' conferral date and award name can be released as a matter of public record.
2. All other requests will be released only with the written consent of the student.
3. If we cannot authenticate your company details or the student's permission we will decline your request.

**Note:** A student may have met the award requirements and not be conferred (graduation is not compulsory). Verification in this instance cannot be provided until the student has applied to graduate.

## Privacy Waiver

Companies requiring information other than the graduation date will need to provide us with a privacy waiver signed by the student. If a student has provided a signed privacy waiver to the external body other details can be included, such as, course completion dates, majors/minors.

- [Download the Privacy Waiver Form](#)

## Processing time

Processing of requests generally takes 5 working days. Verification for past students conferred prior to 2001 may take up to 10 working days.

## Your Details

Organisation	*	<input type="text"/>
Contact Name	*	<input type="text"/>
Email	*	<input type="text"/>
Telephone	*	<input type="text"/>
Purpose of verification	*	<input type="text"/>
If other, please specify:	*	<input type="text"/>

## Student's Details

Surname:	*	<input type="text"/>
First Name:	*	<input type="text"/>
Date of Birth: (dd/mm/yyyy)	*	<input type="text"/>
Qualification awarded/course enrolled:	*	<input type="text"/>



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## Information Required

Other Information: *Please select at least one option*

- Graduation date
- Major/ minor studies (if applicable)
- Industry Based Learning (IBL) (if applicable)
- Academic Transcript (applicable to past student)
- Award Approval date
- Honours level (if applicable)
- Proof of current study
- Other information

Please specify: ✖

Additional Comments:

**Note:** All requests must be accompanied by a signed **Privacy Waiver** from the student.

Malaysian Government agencies may be excluded from the privacy waiver.

- Please tick the box if you are submitting this request on behalf of a Malaysian Government agency.

I agree to the privacy disclaimer stated above.

**Signature :** .....

**Name:** .....

**Position Title :** .....

**Date:** .....

## Privacy Disclaimer

Swinburne University of Technology collects, uses and destroys your information in accordance with our [Privacy Policy](#).

Kindly submit via email or hand in this form and relevant documentation to:

Student Central  
or email to:  
[sc@swinburne.edu.my](mailto:sc@swinburne.edu.my) / [verifications@swinburne.edu.my](mailto:verifications@swinburne.edu.my)