



SWINBURNE  
UNIVERSITY OF  
TECHNOLOGY  
SARAWAK CAMPUS

Student Operations (Student Central)

## Reference Letter Request Form

**REMEMBER: FILL BEFORE PRINTING**

Please mark (X) in the boxes:  Bank Letter  EPF Letter

### Personal Details

|                  |                |
|------------------|----------------|
| Full Name:       | Date:          |
| Contact No.:     | Gender:        |
| Student ID No.:  | Nationality:   |
| Passport/IC No.: | Date of Birth: |

### Academic Details

|                            |                |
|----------------------------|----------------|
| Program Enrolled:          |                |
| Intake Session:            | Year/Semester: |
| Expected Date to Complete: |                |
| Purposes:                  |                |
| Letter To Be Addressed To: |                |

### Extra Information (For EPF Letter Only)

#### DETAILS ON SCHOLARSHIP/LOAN/AID (If available)

|   |  |
|---|--|
| Lender's/Sponsor's Name:  |  |
| Period of Loan/Sponsorship:   |  |
| Total Amount of Loan/Sponsorship:   |  |
| Annual Tuition Fee/Semester Fee which is not paid by Sponsor and needs to be paid by the student: |  |
| Reason for paying Tuition Fee personally:   |  |

|   |                          |
|---|--------------------------|
| Total Course Fees:  | Annual Fee/Semester Fee: |
| Payment of fees to: <b>Swinburne Sarawak Sdn Bhd</b> or to                        | Name:                    |
|   | IC No.:                  |
| <b>Please attach together: 1) Invoice 2) Tuition Payment Slip 3) Offer Letter</b> |                          |
| Receiving Staff:  | Date:                    |

### Student's Acknowledgement

|                 |                    |
|-----------------|--------------------|
| Date Collected: | Student Signature: |
|-----------------|--------------------|