



# **Application Guide for Agents**

## **International Students**

Swinburne University of Technology Sarawak Campus

# **2018**

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# Admission Eligibility Assessment

Agents can submit academic transcripts for admission eligibility assessment prior to application.

**Academic Entry Requirements:** <https://www.swinburne.edu.my/find-course/entry-requirements.php>

**English Language Entry Requirements:** <https://www.swinburne.edu.my/find-course/entry-requirements.php#english-language>

## 1.

### Application for Admission

1. Duly completed [Application Form \(PDF version\)](#) or via [Online Application](#)
2. Attach the relevant documents to the application form
  - Certified copies of academic transcripts and certificates. If the documents are in other language other than English, an official certified translation must be provided.
  - Evidence of English proficiency (e.g. IELTS or TOEFL results or equivalent)\*, if available.  
*\*Results must not be more than 2 years at the time of application.*
  - If applying for credit transfer or advanced standing, include program or unit (subject) syllabus outlines from previous/current study program.
  - A full set passport copy
3. Email the completed application form along with the required documents to: [admissions@swinburne.edu.my](mailto:admissions@swinburne.edu.my) or to the respective Student Recruitment personnel

#### Important Note

These documents must reach Swinburne Malaysia **at least eight (8 weeks)** before commencement of the course.

## 2.

# Receiving the Offer via Email

If the application is successful, an offer will be made. The agent and/or student will be notified via email.

### **OFFER LETTER ISSUANCE\***

- Direct offers: Approximately three (3) working days upon receiving all required documents
- Application with credit exemptions: Approximately eight (8) working days upon receiving all required documents

## 3.

# Accepting the Offer

To accept the offer to study at Swinburne Sarawak, students must complete, sign and return the following documents and pay the deposit outlined on the Letter of Offer

- [Offer Acceptance Form](#)
- [Health Examination Form](#) (Attach with lab reports) *\*IMPORTANT: Please ensure to complete and submit the Swinburne Sarawak Health Examination Form.*
- One set (all pages) passport
- Seven (7) passport size photos
- A copy of the transaction slip (For payment deposit)

All the above-mentioned documents are to be scanned and emailed to [admissions@swinburne.edu.my](mailto:admissions@swinburne.edu.my) or to the respective Student Recruitment personnel

Email Subject Heading: **Acceptance - <Intake> - <Student Full Name>**

For on-campus accommodation, a booking fee of RM500 is required (Please refer to 5 – Accommodation)

- [Accommodation booking form](#)

## PAYMENT

The student is required to pay the fees outlined on the Letter of Offer. Please refer to the Offer Acceptance Form for the mode of payment:

### Swinburne Sarawak's Account Details

Account Name : **Swinburne Sarawak Sdn Bhd**  
Bank Name : RHB Bank Berhad  
Account Number : 2-11016-00065829  
Address : 256 Jalan Padungan, 93100 Kuching, Sarawak, Malaysia  
SWIFT Code : RHBBMYKL

OR

Account Name : **Swinburne Sarawak Sdn Bhd**  
Bank Name : CIMB Bank Berhad  
Account Number : 80-0526998-9  
Address : Lot 262 Section 48 Ground Floor, Wisma Bukit Mata Kuching, Jalan Tunku Abdul Rahman, 93100 Kuching, Sarawak, Malaysia  
SWIFT Code : CIBBMYKL

## 4.

# Applying for Student Visa

Once the required documents and payment have been received, Swinburne Malaysia will forward to Malaysian Immigration Department for the student's visa application. **This process takes about four (4) to six (6) weeks (public holidays excluded).**

### Process

- Once the visa application is approved, a Visa Approval Letter will be issued by the Immigration Department of Malaysia.
- The Visa Approval Letter will be sent to the agent or the student via email by the University and the original letter will be couriered.
- With the Visa Approval Letter, the student is required to proceed to the Malaysian Embassy or consulate indicated on the letter to obtain a Single Entry Visa.
- Travel arrangement to Malaysia is to be made.

## 5.

# Accommodation

Students who wish to book on-campus accommodation should submit the following booking form when accepting the offer.

- Duly completed [On-campus Accommodation Booking Form](#)

To reserve a room, a **booking fee of RM500** is applicable. Agents should check on the availability of room options with the respective Student Recruitment personnel prior to booking. Payment of rental is to be made in full for each semester.

## 2018 RENTAL & DEPOSIT

Room Options	Type of Room	Weekly Rental (RM)	Deposit (RM)
Option A	Twin sharing with fan	95.00	380.00
Option B	Single room with fan	155.00	620.00
Option C	Twin sharing with air-conditioning	152.50	610.00
Option D	Single room with air-conditioning	232.50	930.00

## 2018 TENURE BY PROGRAM/INTAKE

Courses	Intake	Tenure (Start-End)	No. of Weeks
Foundation	8 January	1 January – 25 February	8
	9 April	2 April – 22 July	16
	3 September	27 August – 16 December	16
	8 October	1 October – 16 December	11
Degree	8 January	1 January – 25 February	8
	26 February	19 February – 17 June	17
	3 September	27 August – 23 December	17
	8 October	1 October – 2 December	9
Intensive English	9 April	2 April – 17 June	11
	25 June	18 June – 2 September	11
	8 October	1 October – 16 December	11
MA (TESOL)	26 February	19 February - 10 June	16
MBA (International)	26 February	19 February – 6 May	11
	21 May	14 May – 29 July	11
	13 August	6 August - 14 October	10
	29 October	22 October – 30 December	10
Master of Construction Management	26 February	19 February – 17 June	17
	3 September	27 August – 23 December	17

## 6.

# Arrival Services

Swinburne Malaysia offers arrival services to students. If required, the University will arrange pick-up from the Kuching International Airport or Kuching Sentral Bus Terminal, and drop the student off at their respective accommodation.

Students must submit the following form **at least three (3) working days** prior to arriving in Kuching.

- Duly completed [Arrival Services Booking Form](#)
- A copy of flight itinerary

### Important Note

- In the event of last-minute changes to arrival details, it is the responsibility of students/agents to inform Student Recruitment accordingly.
- It is important for the student to keep all documents provided by the University close to them when arriving in Malaysia as they may be required to present the documents to the Immigration officers at the Airport.



# Other Information

## ACADEMIC CALENDAR

Swinburne academic calendar can be found from the following link

<https://www.swinburne.edu.my/current-students/manage-course/academic-calendar/academic-calendar.php>

## Scholarships for International Students

<https://www.swinburne.edu.my/study/study-options/scholarships-international-students.php>

## NEARBY HOTEL ACCOMMODATION

- Citadine Uplands Kuching <http://www.citadines.com/en/malaysia/kuching/uplands.html>
- Basaga Holiday Residence <http://www.basaga.com/>
- 56 Hotel <http://www.56hotel.com.my/>
- Place2Stay @ Simpang Tiga [http://www.place2stay.com.my/hotel\\_simpangtiga.html](http://www.place2stay.com.my/hotel_simpangtiga.html)

## LINKS TO DOCUMENTS

- Application Form  
<https://www.swinburne.edu.my/wp-content/uploads/2016/03/SUTS-application-form-for-admission.pdf>
- Offer Acceptance Form  
<http://www.swinburne.edu.my/wp-content/uploads/docs/offer-acceptance-form.pdf>
- Health Examination Form  
<http://www.swinburne.edu.my/wp-content/uploads/2016/02/health-examination-report.pdf>
- On-campus Accommodation Booking Form  
<https://www.swinburne.edu.my/wp-content/uploads/so-media/docs/forms/accommodation-booking-form.pdf>
- Scholarship Form  
<http://www.swinburne.edu.my/wp-content/uploads/2016/03/SUTS-Scholarship-Financial-Aid-Form.pdf>
- Arrival Services Booking Form  
<http://www.swinburne.edu.my/wp-content/uploads/2016/02/arrival-services-booking.pdf>

# University Contact

Marketing & Student Recruitment  
Swinburne University of Technology Sarawak Campus  
Jalan Simpang Tiga  
93350 Kuching  
Sarawak, Malaysia  
Telephone: +60 82 415 353  
Facsimile: +60 82 428 353  
[www.swinburne.edu.my](http://www.swinburne.edu.my)  
[study@swinburne.edu.my](mailto:study@swinburne.edu.my) (Course Enquiry)  
[admissions@swinburne.edu.my](mailto:admissions@swinburne.edu.my) (Applications and Offers only)

## Main Contact

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Mobile: +60 13 833 3119  
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