E-INVOICE

Dear Curtin Sarawak Students,

With effect from January 2017, hardcopies of Fee Invoice will no longer be mailed out anymore. Instead students can access, view or download your Course Fee Invoices from e-student Accounts at your convenience. Below are the steps to download Fee Invoices:

1. Go to Curtin Sarawak Website at **_www.curtin.edu.my_** .

2. Click on **eStudent** and login using your User ID (e.g. 700012345) and Password.

3. Go to **_My Documents_** at the menu bar.

4. Choose **_Start Date_** (e.g. 01/12/2016) and **_End Date_** (e.g. today's date).

5. List of documents and invoices within the chosen time frame will appear in a table format.

6. Select Invoice Report and Click on **_View Attachments_** to open the file. You will have the option to either print it or save it.

Usually Fee Invoices will be available in **eStudent** :

- 4-5 weeks before commencement of class – for Foundation and Undergraduate Programs

- 2-3 weeks before commencement of class – for IEP, Summer School, Postgraduate by Coursework Programs

It is the responsibility of students to ensure that your fee payment is received by the University before payment due date to avoid incurring a late payment penalty or having a financial sanction placed on your accounts and/or risk your enrolment being cancelled.

Should students have any queries or face any problem accessing your Fee Invoices in your e-student account, please contact us at:

E-mail: finance@curtin.edu.my   Telephone: +60-85-443939 Ext 3884/3968/3940

Or visit the Cashier's Office situated at Ground Floor, Heron 1 (next to Student Services Department) from 8:30am – 4pm, Monday to Friday (except Public Holiday).