



Student and Academic Services
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Certification of Documents to Accompany Applications for Admission

- If you intend to post your application, please send certified copies of original documents only. Where possible these should be A4 size on plain white paper and should be certified on the front of the document.
- Any further query concerning the certification of original documents should be directed to the Admissions Office (as above).

The Certifying Officer must be:

- currently employed in one of the professional or occupational groups listed below;
- contactable by telephone during normal working hours.

The Certifying Officer must:

- write on the copy "*This is a true copy of the original documents sighted by me*";
- sign and print their name;
- provide an address and a contact telephone number;
- state their profession or occupation group (as below);
- write on the copy the date certified; and
- affix the official stamp or seal of the certifier's organisation on the copy.

In addition, if the certifying officer is a Justice of The Peace, the certifying officer must:

- list registration number and state/territory of registration.

Who Can Certify Documents Within Australia?

Professional or occupational groups:

- Accountant – member of a recognised professional accounting body or a Registered Tax Agent;
- Manager of a bank or credit union, other than managers of Bank Travel Centres;
- Barrister, Solicitor or Patent Attorney;
- Police Officer in charge of Police Stations or of the rank of Sergeant and above;
- Postal Manager;
- Principal of an Australian Secondary College, High School or Primary School.

An authorised officer in:

- a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- the Admissions Office or Student Services Office at any Australian university or TAFE College;
- the official records department of the institution that originally issued the document(s).

Other:

- A Justice of The Peace with a registration number

Who Can Certify Documents Outside Australia?

- an authorised officer of an Australian overseas diplomatic mission;
- an authorised officer of an Australian Education Centre;
- a private representative of this University;
- a university or college Registrar;
- a school headmaster or other recognised examining authority.

Note: You must be prepared to provide original documents at the time of enrolment.