

## CERTIFICATION OF DOCUMENTS TO ACCOMPANY APPLICATIONS FOR ADMISSION

- **Electronic signatures and stamps will not be accepted as true certified copies.**
- Documents should be A4 size on plain white paper and certified on the front of the document. Double sided or multi-page documents must be copied onto separate pieces of A4 paper and each page certified.
- Any further query concerning the certification of original documents should be directed to the Admissions Office (as above).

### The Certifying Officer must:

- view the original hardcopy document before certifying a copy. \*A scanned document cannot be certified.\*
- write or stamp on the copy *"This is a true copy of the original documents sighted by me"*;
- print or stamp their name and sign their signature to the copy;
- provide an address and a contact telephone number;
- state their profession or occupation group (as below);
- write or stamp 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 Australian state/territory of registration.

### Who Can Certify Documents Outside Australia?

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

Please note the ANU does NOT accept documents certified by a Notary, Commissioner of Oaths/Declarations or a Justice of the Peace.

### 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

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