

Guidelines for Certification of Documents

What Supporting Documents are required?

- Certified copies of all academic qualifications (school, college, university).
- Certified copy of English language proficiency test (IELTS, TOEFL, or equivalent).
- If the documents are not in English, include certified translations. Translations can only be made by an official translator registered with a government body (for example, NAATI - National Accreditation Authority for Translators and Interpreters - www.naati.com.au) or by those agents which have been designated as translators.
- If you have changed your name since your document was issued, include official document as proof.

All documents must be clear and readable.

What is a Certified Copy?

A certified copy is a photocopy of an unaltered original document signed by an authorised certifying officer to verify that it is a true copy that matches the original document exactly.

Certified documents must be original; **photocopy of a certified copy is not acceptable**. Certified documents can be accepted in hard copy by mail or by fax or email. However, all successful applicants must be prepared to bring their original documents with them to Australia and present them for examination when requested. If any fraudulent documents are discovered, appropriate action will be taken which will result in the withdrawal of an offer or the termination of an enrolment.

Applicants from **People's Republic of China** should provide original or certified copies of transcripts in both Chinese and English which must be the certified bound booklets issued by a Notary Public Office in both Chinese and English.

Who can certify a document?

- UNSW College Student Services office in Sydney
- an authorised UNSW College representative/agent in Australia or overseas
- the institution that originally issued the documents
- a Justice of the Peace
- a Notary Public
- an authorised officer of an Australian overseas diplomatic mission
- a Principal or Headmaster of an Australian Secondary College, High School or Primary School

How are documents certified?

The authorised certifying officer must:

- write on each page of the copies:
"I certify this to be a true and unaltered copy of the original document as sighted by me",
- sign and print their name in full,
- provide a contact telephone number and an address,
- state their profession or occupation,
- if the certifying officer is a Justice of the Peace, he must also provide his Registration Number,
- write on the copy the date certified, and
- affix the official stamp or seal of the certifier's organisation on the copy.

UNSW College

Building L5, UNSW Sydney Campus, 223 Anzac Parade, Kensington NSW 2033 Australia

T: +61 (2) 8936 2222 | W: unswcollege.unsw.edu.au

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What should I do if I cannot find an authorised officer to certify my documents?

You must have the original documents posted to us. Please note, however, UNSW College Student Services is not responsible for any loss or damage to the documents.