Document Certification Requirements

(a) All documents submitted to the University or the College must either be originals or certified by the Agent in writing as being genuine copies of originals. Such certification must also state that the Agent has first sighted the original and compared the copy with the original confirm it is a genuine copy.

(b) The Agent must stamp, sign their name, and print the Agent’s name and the date of certificate on any certified copy of a document. Only original certified copies may be submitted.

(c) The Agent must take all reasonable steps to verify that any documents provided by a Prospective Student or a Student are genuine.

(d) The Agent must use its own stamp and sign and print the Agent’s name on each page when certifying a copy.

(e) Any application (and accompanying documents) submitted in a language other than English must be accompanied by a written translation prepared by an official translator registered with a Government Agency. Any translation must be accompanied by a statement from the translator in the following terms:

“I confirm that I have examined the original document in its original language and verify that this is an accurate English translation of the original.”

and:

A. be prepared on the official letterhead of the translator’s accrediting organisation, or else contain that organisation’s stamp or seal;

A. include the translator’s name, signature, professional title and accreditation details (including any registration number);

B. include the contact details of the translator and the translator’s accrediting organisation.

(f) The University and the College will accept documents by mail, facsimile or scanned copies sent by electronic mail. However, an offer of enrolment is always conditional upon the University or the College (as the case may be) receiving the originals of those documents. These can either be sent to the University or the College by the Agent, or else the Student must bring them with him or her to Australia and present them for examination within three (3) business days of the commencement of his or her Course.

(g) All documents submitted to the University or the College become their property and will not be returned.