

There will be times where you have to provide certified copies of original documents to us, and, for non-English documents, you will also have to provide an authorised translation. For example, when you apply for admission to a course, you will have to supply us with certified copies of original documents, including authorised translations of non-English documents, if any. Before you start your course, you must show us the originals of these documents. Other examples of when you may need to supply certified copies of documents are: to support an application for advanced standing, make a request for special consideration, or request a review of exclusion. The following information will help you to provide us with the correct information.

## What do I need to do?

Step	Complete
1. Gather all of the original documents that need to be certified.	<input type="checkbox"/>
2. Make a clear and legible copy of the relevant pages in each document, including any non-English documents.	<input type="checkbox"/>
3. Provide the originals and the copies to the certification authority (see overleaf for a list of certification authorities). The certification authority will examine the original document(s) and make the following written statement (or similar) on each page: <i>'I have examined the original document and certify this to be a true copy of the original'</i> and record the following information on the copies: <ul style="list-style-type: none"> <li>the date certified</li> <li>their signature and name</li> <li>their profession, occupation or role that entitles them to certify documents</li> <li>their registration number, if applicable (e.g. for a Justice of the Peace)</li> <li>the official stamp or seal of the certifier's organisation, if any</li> <li>contact details of the certifier's organisation</li> </ul>	<input type="checkbox"/>
4. Submit your certified copies by attaching them to the relevant SCU/SCBIT form.	<input type="checkbox"/>

Please keep the original documents together, as you will be required to show them to us.

## What if my documents are not in English – what should I do?

Non-English documents must be accompanied by an authorised English translation. In Australia, the translator must be accredited as a 'Professional Translator' for the source language into English by the 'National Accreditation Authority for Translators and Interpreters' (NAATI) <http://www.naati.com.au/>. Outside Australia, please contact your nearest Australian Embassy, High Commission or Consulate for the contact details of authorised translation services.

Step	Complete
5. Gather the originals of all non-English documents.	<input type="checkbox"/>
6. Provide the originals to the authorised translator. As well as translating each document into English, the translator will include the following statement (or similar) as part of each translation: <i>'I have examined the original document in the original language and verify that this is an accurate English translation of the original'</i> and record the following information on each translated document: <ul style="list-style-type: none"> <li>the date translated</li> <li>their signature and name</li> <li>their professional title</li> <li>their accreditation details (such as registration number, if any)</li> <li>the official letterhead, stamp or seal of the translator's accrediting organisation</li> <li>contact details of the translator and/or their accrediting organisation</li> </ul>	<input type="checkbox"/>
7. Submit your authorised English translations <b>and</b> the certified copies of the documents in their original language by attaching them to the relevant SCU/SCBIT form.	<input type="checkbox"/>

## Fraudulent documents

Rigorous checks are conducted on the documents you supply to us. Checking may involve:

- contacting the issuer to verify documents such as transcripts, evidence of work experience, passports etc.
- contacting an authority to confirm the authenticity of translations. For example, in the People's Republic of China, the Ministry of Education's China Academic Degrees and Graduate Education Development Centre (GDGDC) may be requested to authenticate academic transcripts.

If we discover any fraudulent documents, action such as withdrawal of an offer or the termination of your enrolment **will** occur.

## Certification authorities

The following are approved certification authorities

<b>In Australia:</b>
<p>Professional or occupational groups:</p> <ul style="list-style-type: none"><li>• a Justice of the Peace</li><li>• an official education agent of SCU, see <a href="http://www.scu.edu.au/international/office/index.php/22/">http://www.scu.edu.au/international/office/index.php/22/</a></li><li>• a registered accountant or registered tax agent;</li><li>• a manager of a bank or credit union</li><li>• a barrister, solicitor or patent attorney</li><li>• the 'Officer in Charge' of a police station or of the rank of sergeant and above</li><li>• an Australia Post 'Postal Manager'</li><li>• the principal of an Australian secondary college, high school or primary school.</li></ul> <p>An authorised officer in:</p> <ul style="list-style-type: none"><li>• a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC</li><li>• an international, admissions or student services officer at any Australian university or tertiary college</li><li>• the official records department of the organisation that originally issued the document(s).</li></ul>
<b>Outside Australia:</b>
<ul style="list-style-type: none"><li>• an authorised officer of an Australian overseas diplomatic mission</li><li>• an authorised officer of an Australian Education Centre</li><li>• an official education agent of SCU, see <a href="http://www.scu.edu.au/international/office/index.php/22/">http://www.scu.edu.au/international/office/index.php/22/</a></li><li>• a university or college registrar</li><li>• a school headmaster or other recognised examining authority.</li></ul>