

Certification of Documents Guideline For All Domestic Applications

- All supporting documentation submitted to the University of Sydney must be **Certified Copies** of original document. Please be advised that Document Submitted as scans of the original with no certification is unable to be accepted.
- If applicant wishes to provide their original documentations to the University of Sydney, **they must present the original document in person**. An original document must carry on it the original stamps and signatures of the issuing authority.
- All successful applicants must have their original documents available for further examination **if required**.
- Any further query concerning the certification of original documents should be directed to the Direct Applications Office at the University of Sydney Student Centre (as above).

The Person Who Certifies Your Documents Must be:

- Write on the copy(ies) "This is a true copy of the original document sighted by me" on each page of the document
- Sign it
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp, and
- Print the following details
 - Name and business address
 - Contact telephone number
 - Profession or occupation or organisation
 - Date verified
- If the certifying officer is a **Justice of the Peace**, the certifying officer must list her/his **registration number** and Australian state/territory of registration
- In addition, the Certifying officer must:
Currently be employed in one of the professional or occupational groups listed below; contactable by telephone during the normal working hours

Who Can Certify Documents Within Australia?

Professional or occupational groups:

- An accountant – member of a recognised professional accounting body or a Registered Tax Agent
- A bank or credit union manager
- A barrister, solicitor or patent attorney
- A police officer
- A postal manager
- A principal of an Australian secondary college, high school or primary school
- A commissioner for declarations

An Authorised Officer in:

- A tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- The Admissions Officer or Student Services Office at any Australia university or TAFE College
- The Official records department of the institution that originally issued the document(s)
- A Justice of The Peace with a registration number

Who Can Certify Documents Outside Australia?

- An authorised officer of an Australia overseas diplomatic mission;
- A University of Sydney officer;
- An authorised officer of an Australian Education Centre;
- A university or college Registrar
- A school headmaster or other recognised examining authority
- A New Zealand Justice of The Peace with a registration number (This will apply to the New Zealand citizens **only**; New Zealand permanent residents must comply with the international certification policy – please visit http://sydney.edu.au/future_students/international_postgraduate_coursework/admissions/how_to_apply/certification.shtml for details)

Documents not certified or not certified correctly

The University of Sydney will not process your application if:

- Documents that have been verified by an immediate relative or a person residing at the same address as the applicant.
- Documents that are just photocopies, that is, not verified.
- Documents that are certified copies of copies. It must be clear that the certifying authority/person has sighted the original document.
- Documents that have not been correctly verified
- Documents verified by a Justice of the Peace without a registration number

Please Note: Rigorous checks are conducted on applications both before and after students' enrolment. If any fraudulent document is discovered, appropriate action will be taken. This will result in the withdrawal of an offer or the termination of an enrolment. Checking will involve contacting the original issuing authority to verify transcripts and degree award certificate.