CERTIFICATION OF DOCUMENTS

ANY DOCUMENTATION NOT PROPERLY CERTIFIED WILL BE RETURNED AND YOUR APPLICATION WILL NOT BE ASSESSED.

If you are lodging an application for admission to any course at ACU, you MUST provide CERTIFIED COPIES of any previous qualification(s) and/or any other supporting documentation in relation to your application. Examples of such documents include:

- Academic qualifications including Testamurs/Academic Transcripts/Result Certificate
- Birth/Marriage Certificates etc. required as evidence of name change
- Copy of Permanent Resident Visa
- Copy of Australian Certificate of Citizenship

AN ACADEMIC TRANSCRIPT DOWNLOADED FROM A WEBSITE IS NOT ACCEPTABLE, AS IT IS NOT AN OFFICIAL ACADEMIC RECORD.

Your documentation must be certified using one of the two methods listed below:

1) Certification of documentation by authorised University staff for administrative purposes

   Present the original(s) and a photocopy to the Student Centre at any ACU campus for certification. Student Centre staff will check the documents, verify the copy (or copies) and then endorse with a University approved stamp.

2) Certification of documentation by authorised persons outside the University

   ACU will accept copies if they have been properly certified by one of the following:

   | Bank Manager | Justice of the Peace | School Principal |
   | Barrister    | Minister of Religion  | Shire Secretary |
   | Commissioner for Declarations | Marriage Celebrant   | Solicitor |
   | Doctor       | Pharmacist            | Town Clerk       |
   | Dentist      | Police Officer        | Veterinary Surgeon |

   Accountant - (must be either a member of the Institute of Chartered Accountants, the Australian Society of Practising Accountants, or the National Institute of Accountants)

   The copy should be endorsed by any of the persons listed above with the following information or a stamp containing the following information:

   **Example**

   I certify that this is a true and accurate copy of the original document, which I have sighted.
   Signature:
   Name in Full:
   Appropriate position title: (in accordance with the list above)
   Registration No: (if applicable)
   Organisation: (if applicable)
   Address: (if applicable)
   Date:

   The suitably certified copy should then be forwarded to the ACU Admissions Section.