

Information for certifying photocopies for supporting documentation



To ensure that your application can be considered in full, please return the necessary documentation at the same time as your application.

- Where possible, supporting documents should be uploaded via the Applicant Portal.
- Documents submitted by mail will not be returned.
- Do not send originals as they will not be returned.
- Certified copies of academic transcripts provided by the issuing institution are acceptable.
- Photocopies must be legible; this applies to all aspects of the document, including the name and address of the awarding institution.
- If the document is in a language other than English, a certified copy of the original must be provided together with a certified translation.

An example of the wording to be used on photocopies is as follows:

Certified true copy. Original sighted by me on /.../....
Signed
Signatory's authority

In Australia, the following people are acceptable as signatories for certification of documents.

- recruitment agents for international students
- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)
- a designated Deakin University staff member as listed at www.deakin.edu.au/hr/wa/related_files/qualifications-nominees.doc