

HOW TO CERTIFY DOCUMENTS

Documents supporting your application to study at Avondale University College (Avondale) must be provided as either original documents (i.e. original transcripts) or certified copies. A certified copy is a photocopy of the original document that has been 'certified' as being a true copy by a Justice of the Peace (JP) or an authorised officer.

Who can certify a document?

An authorised officer may be a Justice of the Peace (JP) or anyone who is currently employed as one of the following in Australia:

- | a staff member within Avondale Student Administration Services on-campus at Lake Macquarie
- | a staff member within the School of Nursing on-campus at Sydney (Wahroonga)
- | the administration office at any TAFE college
- | an interstate tertiary admissions centre
- | the official records department of the institution that originally issued the document(s)
- | an Australian overseas diplomatic mission
- | an accountant who is a registered tax agent and/or who is a member of any of the following groups:
 - / Institute of Chartered Accountants in Australia,
 - / Australian Society of Certified Practising Accountants National Institute of Accountants (NIA),
 - / Association of Taxation and Management Accountants or Registered Tax Agents
- | a bank manager, but not a manager of a bank travel centre
- | a credit union branch manager
- | a commissioner for declarations
- | a barrister, solicitor or patent attorney
- | a police officer with the rank of sergeant and above
- | a postal manager
- | a principal of an Australian secondary college, high school or primary school
- | a pharmacist
- | a medical practitioner or specialist
- | a registered nurse
- | a Commissioner for Declarations
- | a commissioned defence force officer
- | Currently registered Justice of the Peace

Note:

- | Some participating institutions may charge for making certified copies;
- | The authorising officer must not be related to you;
- | If you are an authorised officer, you are not permitted to certify your own documents.

How do I get my documents certified?

The authorised officer must inspect the original document and photocopy to satisfy themselves that they are identical and on each and every page of the document:

1. write 'I certify this to be a true copy of the original document shown and reported to me as an original';
2. sign the document;
3. print their full name, address, contact telephone number, their job title, profession or organisation and their professional registration number;
4. include the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp;
5. the date of certification.

In addition, a Justice of the Peace must also print

- | their registration number
- | the state/territory in which they are registered as a Justice of the Peace

How to certify documents when you are overseas?

Avondale will accept copies certified by employees of one of the following:

- | Australian Overseas Diplomatic Mission
- | Australian Educational Centres
- | Public Notary Office
- | the administration of the institution that originally issued the document(s)
- | an Australian university

For more information, please visit: <https://smartraveller.gov.au/services/legalising-documents/pages/overseas.aspx>

Translating your documents

Documents that are not in English must be officially translated and submitted together with certified copies of supporting documents.

Officers authorised to translate official documents into English include:

- | National Accreditation Authority for Translators and Interpreters
- | The institution where you completed your studies
- | Public notary (for some countries e.g. India and China)

Privacy notice

Avondale will take steps to ensure documents that have been certified are authentic using the contact details provided by the authorised officer, if we believe the certification may be in question.