

## University Admission Centre Certification Guidelines

The following guidelines are applicable to the certification of any documents being submitted to the University Admission Centre for use in Applications for Admission or Applications for Recognition of Prior Learning.

### Officers who may certify documents

The University Admission Centre stipulates that the following people can certify any document:

#### In Australia

Anyone who is currently employed as:

- An accountant – member of the Institute of Chartered Accountants in Australia or CPA Australia or the National Institute of Accountants or the Association of Taxation and Management Accountants or Registered Tax Agents
- A bank manager
- A credit union branch manager
- A commissioner of declarations
- A Justice of the Peace
- A barrister, solicitor or patent attorney
- A police officer in charge of a police station or of the rank of sergeant and above
- A pharmacist
- A psychologist
- A medical practitioner
- A postal manager
- A principal of an Australian secondary college, high school or primary school

An authorised officer at:

- Any academic or administrative department at Curtin University of Technology
- TISC
- The Admissions Office or Student Administration at any Australian University
- The Administration Office at any TAFE College
- Queensland Tertiary Admissions Centre, South Australian Admissions Centre, Universities Admissions Center (NSW and ACT), Victorian Tertiary Admissions Centre
- The official records department of the institution that originally issued the documents

#### Outside Australia

- An authorised officer at the official records department of the institution that originally issued the documents
- An authorised officer at an Australian overseas diplomatic mission
- An authorised officer at an Australian Educational Centre
- A Notary Public
- An authorised officer at any of the international agents authorised and approved by the Curtin International Office (list to be provided by the International Office)

### How to certify

#### Authorised officer (academic or administrative) at Curtin University

When certifying a document the authorised officer must personally photocopy the document and verify it by doing the following, using a stamp or handwriting:

- Writing "Certified True Copy" or similar
- Signing this statement
- Including the following details
  - Organisation
  - Date verified
- Including the official stamp or seal of the verifier's department on the copy, if the department has such a stamp

If the certifying officer is presented with the original document and a photocopy they must carefully check the copy against the original and if satisfied it is a true copy must certify it as above.

### Authorised officer outside Curtin University

When certifying a document the authorised officer must personally photocopy the document and verify it by doing the following:

- Writing "This is a true copy of the original document sighted by me"
- Signing this statement
- Printing the following details
  - Name
  - Address
  - Contact telephone number
  - Profession or occupation
  - Organisation
  - Date verified
- Including the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp

If the certifying officer is presented with the original document and a photocopy they must carefully check the copy against the original and if satisfied it is a true copy must certify it as above.