



## University Admission Centre Certification Guidelines And Scanned Documents Guidelines

The following guidelines are applicable to the certification of any documents being submitted to the University for use in Applications for Admission or Applications for Credit Transfer.

### 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:

- Academic (post-secondary institution)
- Accountant
- Architect
- Australian Consular Officer
- Australian Diplomatic Officer
- Bailiff
- Bank Manager
- Court Officer (Judge, Magistrate, Registrar or Clerk)
- Defence Force Officer
- Electorate Officer
- Engineer
- Justice of the Peace
- Lawyer
- Local Government CEO or Deputy CEO
- Marriage Celebrant
- Member of Parliament (State or Commonwealth)
- Minister of Religion
- Notary Public
- Patent Attorney
- Pharmacist
- Police Officer
- Post Office Manager
- Public Servant (State or Commonwealth)
- Real Estate Agent
- Registered Australian Health Practitioner
- Settlement Agent
- Teacher
- Tribunal Officer
- Veterinary Surgeon

An authorised officer at a Tertiary Admission Centre:

Tertiary Institutions Service Centre (TISC)  
Queensland Tertiary Admissions Centre (QTAC)  
South Australian Tertiary Admissions Centre (SATAC)  
Universities Admissions Centre (NSW & ACT)  
Victorian tertiary Admissions Centre (VTAC)

### **OR**

Any academic or administrative department at an Australian University, including Open Universities Australia  
The official records department of the institution that originally issued the documents

#### **Outside Australia**

- Any academic or administrative staff member located at a Curtin Offshore Campus or Partner Institution
- An authorised officer of the official records department of the institution that originally issued the documents
- Any academic or administrative staff member located at a Curtin Offshore Campus or Partner Institution
- An authorised officer at an Australian overseas diplomatic mission
- An authorised officer at an Australian Educational Centre
- A Notary Public
- An authorised officer associated with a Curtin University Registered Education Agent

### **Authorised officer outside Curtin University**

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

- “Certified True Copy” or similar
- Signing this statement
- Including the following details:
  - Name
  - 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.

### **Exceptions to the certification guidelines (For Curtin University staff)**

The certification standards outlined above can be waived in the following situations:

- If the original document or original certified copy is located at the University a copy of the document will be accepted on the condition the location of the original or certified document is noted on the copy with the full name and signature of the Curtin Staff member underneath.
- If the original document or certified copy is faxed or scanned by an approved international agent or partner institution, Curtin University will accept the documents. The decision to accept these documents was made by Curtin International for the purpose of offering a student a place at Curtin University.
- Electronic records from verified student record systems, for example Tertiary Institutions Service Centre Automated Results Transfer System, Curtin College or Open Universities Australia, can be accepted as supporting evidence of a student’s previous study. However if the records are being submitted with applications to Curtin University they must be certified by the originating Curtin Officer to verify that they have not been altered since being printed from the applicable record system. Authorised Curtin University staff members can verify records from Curtin’s Student One System therefore, certified copies are not required.

### **Requirements of scanned documents:**

- Documents must be scanned from the original documents. Scans from a photocopy or a faxed copy are not acceptable
- Documents must be scanned in colour
- Applicants must ensure no portion of the document is missing (look out for page numbers)
- Documents must be scanned at the original size. If the document is larger than A4 then the document should be scanned in A4 sized portions without size reduction
- If the document has markings or text on both sides e.g. a registration number then both sides must be scanned
- Documents must be scanned in the following format:

|      |       |       |      |
|------|-------|-------|------|
| .pdf | .doc  | .xlsx | .rpt |
| .rtf | .docx | .tif  | .bmp |
| .txt | .xls  | .jpg  |      |
- Scanned documents must be between 125 and 150 dots per inch
- File size of any single document should not exceed 3MB