

Routinely, Southern Cross University will require documentary evidence to support an application for admission to a course, an application for advanced standing, a request for special consideration or a review of exclusion etc. The documents submitted must be certified copies of original documents. For documents written in a language other than English, an authorised English translation is also required. This fact sheet provides appropriate certification and translation guidance.

A certified copy of a document is often a photocopy that has been thoroughly examined and compared to the original document and is endorsed authoritatively as being a true and unaltered copy of the original by a person legislatively authorized to do so. Typically certification is required for copies of:

- Passports
- Personal Identification such as a Drivers Licence or proof of age card
- Birth, marriage, divorce or citizenship certificates
- Copies of qualifications, transcripts, Certificates and Statements of Attainment;
- Copies of employment references
- Statuary declarations

What do I need to do?

Step		Completed
1.	Gather all of the original documents that need to be certified.	
2	Make a clear and legible photocopy of the relevant pages in each document, including any non- English documents.	
3	Provide the originals and the photocopies to the certification authority in your community (see overleaf) for a list of certification authorities). The certification authority will examine the original document(s) and make the following written statement (or similar) on each page: 'I have examined the original document and certify this to be a true copy of the original' and will include: <ul style="list-style-type: none"> • the date certified • their signature and name • their profession, occupation or role that entitles them to certify documents • their registration number, if applicable (e.g. for a Justice of the Peace) • the official stamp or seal of the certifier's organisation, if any • contact details of the certifier's organisation 	
4	Submit certified copies by securely attaching them to the relevant SCU form.	
5	Please keep original documents together as the University may request to examine them.	

What if my documents are not in English – what should I do?

Non-English documents must be accompanied by an authorised English translation. In Australia, the translator must be accredited as a 'Professional Translator' for the source language into English by the 'National Accreditation Authority for Translators and Interpreters' (NAATI) visit: <http://www.naati.com.au/>. Outside Australia, please contact the nearest Australian Embassy, High Commission or Consulate for the contact details of authorised translation services.

6	Gather the originals of all non-English documents.	
7	Provide the originals to the authorised translator. As well as translating each document into English, the translator will include the following statement (or similar) as part of each translation: <i>'I have examined the original document in the original language and verify that this is an accurate English translation of the original'</i> and will include: <ul style="list-style-type: none"> • the date translated • their signature and name • their professional title • their accreditation details (such as registration number, if any) • the official letterhead, stamp or seal of the translator's accrediting organisation • contact details of the translator and/or their accrediting organisation 	
8	Make a clear and legible photocopy of the relevant pages in each document, including any non- English documents.	