Curtin College Certification Guidelines

The following guidelines are applicable for the certification of any documents submitted to Curtin College for Admission or Credit Transfer.

A certified copy is a copy (often a photocopy) of a primary document that has on it an endorsement or certificate that it is a true copy of the primary document. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

It is a College requirement to ensure that all documents provided with an Application for Admission or Application for Credit Transfer are authentic in order to maintain the integrity of the College's records and processes. For this reason, certified copies might be required to be presented to the College for the purpose of Admission or Credit Transfer.

In line with Curtin University, applications submitted online do no longer require certification on document.
- A certification statement is no longer required for direct applicants when an application is submitted online. In the online application process, applicants confirm that the provided documents are genuine and correct, which in effect covers Curtin University – and thus Curtin College – in case of copies being provided.
- Agents must still stamp all documents before lodging an application with the College. This is to ensure that the College can verify that the agent has sighted the applicant's documents and can guarantee that they are genuine and correct.
  - ✓ The requirements for stamp is only that each page of the academic documents be stamped by the representative agency stamp (no longer require a certification statement).
- Applications submitted through the Curtin College front desk will still require a certification stamp, or electronic notification that the originals have been sighted, in order to be accepted.

0. Acceptable documents
Agented
- Each document must have an agency stamp on each page. The agency stamp only needs to state the branch of the agency. If the stamp has further details on it that is acceptable also.
- Documents must be in language of origin and English translation (if relevant)
- Document needs to be clear to read

Direct
- Each document must be clear and in colour
- Documents must be in language of origin and English translation (if relevant)

1. Authorised officers who may certify documents
The College specifies that the following authorised officers can stamp or certify documents:

In Australia

- 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
- Tribunal Officer
- Veterinary Surgeon

Authorised officers from Tertiary Admission Centres can also stamp or certify documents:
- 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)

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

2. Exceptions to certification guidelines

The following exceptions apply to the certification guidelines:

i. If the original document or original certified copy is located at the College or University a copy of the document will be accepted
ii. If the document is emailed to the College directly from a registered partner or Education Provider, a copy of the document will be accepted on the condition that the email containing the document is saved against the Student File
iii. If the original document is presented directly to the College
iv. If the original document or certified copy is presented to the College a by a contracted and approved agent
v. Electronic records from verified student record systems, for example Tertiary Institutions Service Centre Automated Results Transfer System, Curtin University or Open Universities Australia, can be accepted as supporting evidence of a student's previous study. However records need to be verified where possible and evidence of verification needs to be attached to the Student File and\or MAZE.

3. Documents in languages other than English

A certifier should not certify a document in a language other than English unless they can be sure that the original and the copy are identical. A solution to this is to have the original photocopied in the presence of the certifier.

4. 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 - photocopies, fax copies, digital photographs and certified copies are not accepted.
- Documents must be scanned upright and at its original size - cropped, tilted, skewed, distorted and / or incomplete will not be accepted
- 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 a document has markings or text on both sides of the document, both sides must be scanned
- If the document has markings or text on both sides e.g. a registration number then both sides must be scanned

! Note: applicants must provide (certified) copies of full transcripts plus award certificates.

5. Items to Note

- If a verification link is provided, please use the verification to download the documents. These can be taken on face value. If the verified documents provide English translation we do not need to request the documents in the language of origin.
- If the original document only comes in black and white this is still acceptable to be used. For example, Chinese notary books have pages that are only in black and white.

Disclaimer

Although the Certified Guidelines are based on University certification guidelines, Curtin College has the right to exercise discretion if required.