1. Introduction:

Students are at times required to provide documentary evidence to the University. This might be in support of an application for entry to a course, an application for advanced standing, or for other reasons, for example in support of change of name or residency or visa status.

2. Basic Principals:

The original document must be requested in all cases. Where a student has reasonable grounds for not supplying the original document (for example a student who is applying to UWA may also be applying to other universities and may not be able to supply the original document) then a certified copy will be acceptable. However, in all cases, UWA reserves the right to request an original document following the submission of a certified copy.

Certified copies must be certified by the issuing authority, a UWA representative or other recognised notary.

3. Certification of Documentation:

Any supporting document that is submitted which is not an original must be formally certified as a true and accurate copy of the original by a UWA approved authority, as listed below:

**In Australia**

An authorised officer at:

- TISC, Queensland Tertiary Admissions Centre, South Australian Tertiary Admissions Centre, Universities Admissions Centre (NSW and ACT), Victorian Tertiary Admissions Centre;
- The Admissions Office or Student Administration at any Australian University;
- UWA Faculty office or School Administrators;
- The Assessment Centre at any TAFE College;
- The official Records Department of the institution that originally issued the documents.

Anyone who is currently employed as:

- An accountant – member of the Institute of Charted 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 medical practitioner;
- A postal manager;
- A principal of an Australian secondary college, high school or primary school.

**Overseas**

- The official Records Department of the institution that originally issued the documents;
- An Australian overseas diplomatic mission and Australian Educational Centres;
- A Notary Public.

The authorised officer should verify each document by:

- 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, and organisation
  Date verified
• Including the official stamp or seal of the verifier’s organisation on the copy, if the organisation has such a stamp.

Copies with any other form of certification are NOT acceptable.

4. Type of Document Acceptable as evidence:

The University will not accept:
Web-based statements of results (whether via a notified url or print out of a web page)
Unsigned statements of results or Unstamped statements of results
Uncertified copies of documents

Entry to or award of credit – Undergraduate courses:

For entry to, or the award of credit for previously completed studies in, undergraduate courses official academic transcripts are required; the exception to this is that statements of examination results are acceptable if these are properly certified by the University’s registered agents and contain the required institutional information.

Entry to or award of credit – Postgraduate courses:

For entry to postgraduate area a formal academic record is required. Statements of examination results are not accepted.

5. Responsibilities of staff accepting documents:

Staffs involved with the acceptance of documents provided in evidence are obliged to use their best endeavours to satisfy themselves that documents tendered to gain an advantage are genuine. Every reasonable effort is to be made to ensure that integrity is maintained.

Best endeavours include checking that the document appears to be authentic (as opposed to a colour photocopy or obvious mock-up), checking that it is signed and from a University which is known to be a proper institution with reliable record-keeping.

Any suspicions must be investigated further. This may include requesting the original document or contacting the issuing institution direct.

6. Related Policies:

Where despite the best endeavours of all involved, the student is granted an advantage based on documents provided in evidence which turn out to be fraudulent, the University has procedures set in place to cancel the enrolment – Administrative procedures in the case where an enrolment is to be cancelled due to the discovery that documentation offered in support of entry was fraudulent - [http://www.secretariat.uwa.edu.au/home/policies/admissions](http://www.secretariat.uwa.edu.au/home/policies/admissions)

28 November 2006