Purpose

The following is a guide to help you prepare your certified documents correctly.

All documentation such as:

* copies of original qualifications; and
* proof of right to work

submitted with your employment details form must be certified before they can be accepted by Federation University Australia.

A certified copy is a photocopy of an original document that has been certified as being a true copy by an authorised person. It does not certify that the primary document is genuine, only that it is a true copy of the primary document.

How do I obtain a certified copy?

Before certifying a document, the authorised person must ensure the copy to be certified is an identical copy of the original.

The person certifying the photocopy must include the following details on all pages that contain information:

* stamp or write: ‘This is a true copy of the document sighted by me’;
* sign, date and provide contact details (name, address and telephone number); and
* use the official stamp or seal of their organisation, or their profession and organisation name.

Who can sign?

Copies of originals may be certified by a person or agency recognised by the law of the country in which you live. This includes:

* Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955);
* Bailiff;
* Bank officer with five or more years of continuous service;
* Building society officer with five or more years of continuous service;
* Chiropractor (licensed or registered);
* Clerk of court;
* Commissioner for Affidavits;
* Commissioner for Declarations;
* Credit union officer with five or more years of continuous service;
* Dentist (licensed or registered);
* Fellow of the National Tax Accountant's Association;
* Finance company officer with five or more years of continuous service;
* Judge of a court;
* Justice of the peace;
* Legal practitioner (licensed or registered);
* Magistrate;
* Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961;
* Master of a court;
* Medical practitioner (licensed or registered);
* Member of Chartered Secretaries Australia;
* Member of Engineers Australia, other than at the grade of student;
* Member of the Association of Taxation and Management Accountants;
* Member of the Australian Defence Force with five or more years of continuous service;
* Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practicing Accountants or the Institute of Public Accountants;
* Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory;
* Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961;
* Nurse (licensed or registered);
* Optometrist (licensed or registered);
* Permanent employee of Commonwealth, State or local government authority with at least five or more years of continuous service;
* Permanent employee of the Australian Postal Corporation with five or more years of continuous service;
* Pharmacist (licensed or registered);
* Physiotherapist (licensed or registered);
* Police officer;
* Psychologist (licensed or registered);
* Registrar, or Deputy Registrar, of a court;
* Sheriff;
* Teacher employed on a full-time basis at a school or tertiary education institution; or
* Veterinary surgeon (licensed or registered).