

Verification of Documents

All students submitting academic transcripts and certificates to the University of Canberra are required to have these documents certified as a 'true copy' of the original. The following provides information on who can verify documents.

Students should take their original documents together with photocopies to:

1. Verifying Documents in Australia

An employee at:

- a university student administration office
- an administration office at any TAFE institute
- the official records department of the institution that originally issued the document/s
- A registered agent of the University of Canberra (List of agents are at: [Agents in Australia : International Agents : University of Canberra](#))
- an accounting firm – who is a member of the Institute of Chartered Accountants in Australia, or CPA Australia, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or a Registered Tax Agent
- a bank manager (not a manager of a bank travel centre)
- a credit union branch manager
- a commissioner for declarations
- a barrister, solicitor or patent attorney
- a police officer in charge of a police station of the rank of sergeant or above
- a postal manager
- a principal of an Australian secondary college, high school or primary school
- a Justice of the Peace with a registration number *Please note documents certified without a registration number will not be accepted (a list of JP's in the ACT is located here: <http://www.canberra.edu.au/legal/jp>)*

2. Verifying Documents Overseas

An authorised officer at:

- The official records department of the institution that originally issued the document/s
- An Australian overseas diplomatic mission or Australian Education Centre
- A registered agent of the University of Canberra (List of agents are at: [Agents Overseas : International Agents : University of Canberra](#))