

DOCUMENT CERTIFICATION AND TRANSLATION GUIDELINES

RELEVANT POLICY/PROCEDURE

These guidelines are made under the following policies/procedures published in the Melbourne Policy Library:

- [Responsible Conduct of Students Procedure](#)

SCOPE

These guidelines apply to students submitting documents to, and as required by, the University.

GUIDELINES

1. Certification

- 1.1. The University may request students to provide a certified copy of a document, such as a certified copy of a passport, birth certificate or driver's licence.
- 1.2. A certified copy is a copy of an original document that has been endorsed as a true copy of the original and includes the date of certification and the signature and occupation of a person before whom a statutory declaration may be made in accordance with the ([Commonwealth Statutory Declarations Regulations 1993](#)), such as a Bail Justice or Justice of the Peace, Public Notary, Lawyer, Clerk to a Lawyer, Clerk of the Courts, member of the Police Force, Sheriff or Deputy Sheriff, member or former member of State or Federal Parliament, Councillor of a municipality, registered Medical Practitioner, registered Dentist, Veterinary Practitioner, Pharmacist, Principal in the teaching service, Manager of a bank, Secretary of a building society, Minister of religion authorised to celebrate marriages.
- 1.3. A photocopy or scanned copy of a certified copy is not a certified copy.
- 1.4. The Office of Admissions may also determine, for international application processes, other suitable persons - such as Authorised Education Agents - able to certify documents.

2. Translation

- 2.1. Where students are required to submit an official document that is in a language other than English to the University, the document must be accompanied by a complete English translation.
- 2.2. The University accepts translations by authorised translators accredited as a 'Professional Translator' for the source language into English by the [National Accreditation Authority for Translators and Interpreters \(NAATI\)](#). In countries where there are no NAATI accredited translators, students are advised to contact the nearest [Australian diplomatic mission](#) for the contact details of authorised translation services.
- 2.3. Translations of educational documents, such as academic transcripts, issued by the awarding institution are also accepted.
- 2.4. Each page of an authorised translation must bear the translator's signature, the date translated and the translator's accreditation details and/or the official stamp or seal of the translator's accrediting organisation.
- 2.5. Translations of official documents by the student are not accepted.

RELATED DOCUMENTS

- [Statutory Declarations Regulations 1993](#)
- [NAATI](#)
- [Australian diplomatic missions](#)
- [Responsible Conduct of Students Procedure](#)

RESPONSIBLE OFFICER

The Provost is responsible for the development and review of these guidelines.

IMPLEMENTATION OFFICER

The Manager, Policy and Projects, Office of the Deputy Vice-Chancellor (Academic), is the contact officer who can provide further information on these guidelines.

REVIEW

These guidelines are to be reviewed by 30 November 2016.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Provost	3 September 2013	3 September 2013	N/A