

Certification and Translation of Documents for Admission Purposes

What is a Certified Document and how is it certified?

A certified document is a photocopy of an original document. An acknowledgement from an authorised individual (as per below) is to be placed on the document advising the original has been sighted and that the certified copy is a true representation of the original document. If the document being certified is in a language other than English, an authorised translation must also be provided.

A document is considered certified if the compulsory information required is recorded on the copy. If the document is multi page, then each page of the document must be certified. An example of the compulsory information is provided below.

What is the compulsory information required for Certification?

- A statement on the copy such as “This is a certified true copy of the original document” (compulsory)
- The certifier’s signature (compulsory)
- The full name of the authorised person (preferred)
- The date the document is certified (compulsory)
- Their title or position (preferred)
- Organisation Name or Stamp (compulsory)
- The registration number is required if a document is certified by a Justice of the Peace (compulsory).

Sample Certification

Certified True Copy of Original Document

Signature.....

Name.....

Title/Position.....

Date.....

Organisation..... (OR organisational stamp)

Who is able to certify documents within Australia?

Only certain persons are approved to certify documents for the purposes of admission to CQUniversity.

Authorised Officers:

- CQUniversity staff members or representatives
- Contracted Agents of CQUniversity
- Admissions or Student Administration staff from any Australian University, TAFE or Admissions Centre
- The issuing authority or institution
- The below designated persons

Members of certain professions or occupations:

- Accountant (Member of a Professional Accounting Body)
- Bank or Credit Union Manager
- Commissioner for Declarations/Oaths
- Justice of the Peace
- Legal practitioner
- Notary Public
- Police Officer with a rank of Sergeant or above
- Postal Manager
- Principal of an Australian Secondary College, Primary or High School
- Senior members of Australian Government Departments

Who is able to certify documents outside of Australia?

Authorised Officers:

- CQUniversity staff members or representatives
- Contracted Agents of CQUniversity
- The issuing authority or institution
- Australian Consular Officer
- Australian Overseas Diplomatic Officer
- Notary Public

Translation of Document

If the document being certified is in a language other than English, an authorised translation must also be provided. Documents that have been translated must be accompanied by the source original. Translations undertaken will only be accepted if translated by an approved authority.

Australian Approved Authorities

- CQUniversity staff members or representatives
- Contracted Agents of CQUniversity
- Accredited Translators (accredited with National Accreditation Authority for Translators (NAATI))
- The issuing authority or institution
- Staff of the Department of Immigration and Border Protection

Approved Authorities outside Australia

- CQUniversity staff members or representatives
- Contracted Agents of CQUniversity
- The issuing authority or institution
- Notary Public/Office
- Government accredited translation services
- For other authorised translation services, please check with your High Commission or Consulate