

## The University of Notre Dame Australia – Certified Copies of Documents

If you are lodging an application for admissions to any course at Notre Dame, you must provide certified copies of any previous qualification(s), proof of citizenship or residency and/or any other supporting documentation in relation to your application.

### What is a certified copy of a document?

A certified copy is a photocopy of an original document that has on it an endorsement from an authorised person who states that it is a true copy of the original document.

### Who can certify documents in Western Australia and New South Wales?

Those who can act as an authorised person include:

- A Justice of the Peace
- an accountant
- a barrister, solicitor or patent attorney
- a judge/magistrate
- a police officer
- a pharmacist
- a postal manager
- a principal or teacher of an Australian secondary college, high school or primary school
- a medical practitioner
- a bank manager
- a registered nurse
- a defense force officer
- a staff member of The University of Notre Dame Australia
- or any person listed as an authorised witness in the *Oaths, Affidavits and Statutory Declarations Act 2005 (WA)* (see: [https://www.slp.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_648\\_homepage.html](https://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_648_homepage.html)) or the *Oaths Act 1900 (NSW)* (see: [http://www.austlii.edu.au/au/leqis/nsw/consol\\_act/oa190079/](http://www.austlii.edu.au/au/leqis/nsw/consol_act/oa190079/)) )

However, documents that have been certified by an immediate relative or a person residing at the same address as applicant will not be accepted.

### Who can certify documents overseas?

- Australian Consular official
- High Commission or Trade official
- Public Notary

### How to certify:

The original document and photocopy must be viewed by the authorised person and they must certify the photocopy by doing the following:

- Use a stamp or write by hand on the photocopy “This is a true copy of the original document sighted by me” on each page of the photocopied document
- Affix the official stamp or seal of the authorised person’s organisation on the photocopy, if they are part of an organisation and if it has such a stamp, and
- print the following details:
  - name
  - contact telephone number (if relevant)
  - profession or occupational group (as listed above)
  - date verified

Certified copies of electronic documents (such as unofficial statements of results or academic transcripts) will not be accepted.

### How will certified copies be accepted?

Certified documents can be provided electronically or in hard copy to the relevant Admissions Office.