



Document Certification

Unless you have already provided the correct documentation with your application, you will be required to provide electronic (PDF) copies of your original academic documents including: all official parchments and/or diploma supplements and complete transcripts for all academic and professional qualifications.

If the originals are in a language other than English, you will be required to provide both the original language documents and the official English translations. This is a condition of admission to the University. Any conditions that may apply to your admission offer will be outlined in your Offer of Admission in the 'Conditions of Academic Program Offer'.

The documents must be provided as:

- Electronic originals, which must be clear scanned copies of the original official documentation, as provided by the awarding institution

OR

- Electronic certifications (of the original official documentation), which must be clear scanned copies of the original certifications, containing all of the following elements on each and every page:
 1. An official stamp bearing the name of the person or organisation who certified the document
 2. Words in English to the effect of "I certify that this is a true copy of the original"
 3. The full name of the person who certified the documentation and their original signature
 4. The date of certification

Who can certify your documents?

In Australia, certification can be done by a:

- [Justice of the Peace](#) (on-campus)
- [Justice of the Peace](#) (elsewhere in South Australia)
- Notary Public
- Legal practitioner or commissioner
- Court registrar
- Medical practitioner or pharmacist
- Police officer
- Post office manager
- [Registered migration agent](#)
- Adelaide Graduate Research School admission staff (please note that, in peak times, we may be unable to provide this service).

Outside Australia, the equivalent of one of the above can certify your documents (subject to approval).

Please note that:

- Documentation will not be accepted if certified by a person who has a personal relationship with you (the applicant).
- Qualifications completed at the University of Adelaide do not require certification.
- If you have applied through an authorised Agent or In-Country Representative, you will not be required to provide electronic documentation to accept your offer, unless requested.



Applicants with qualifications from Chinese institutions

If you have a qualification from a Chinese institution, you will be required to provide an electronic (PDF) copy of the original transcript and degree certificate, either as:

- Electronic originals, which must be clear scanned copies of the original official documents, provided in the white notarisations booklets, as issued by a Notary Public Office in China.

OR

- Electronic original certifications (of the original official documentation), which have been certified by an authorised Agent or In-Country Representative.

Original hardcopy documentation

Please note that, at any time throughout your candidature, the University reserves the right to request hardcopy originals and/or hardcopy original certifications/notarisations for sighting; including the official parchments and/or diploma supplements and complete transcripts for all academic and professional qualifications. If the originals are in a language other than English, you will be required to provide both the original language documents and the official English translations.

Further enquiries

Ph: +6 8 8313 5882

Email: research.admissions@adelaide.edu.au

Web: www.adelaide.edu.au