

SUBMISSION OF SUPPORTING DOCUMENTS



Please submit all supporting documents for your application as soon as you have submitted your online application. A complete set of supporting documents should be submitted for each course preference you have made together with this cover sheet.

Name: _____

Application Number: _____

Course Code: _____ Campus: _____

Course Name: _____

Date application submitted: _____

Declaration:

- I declare that to the best of my knowledge the information supplied in these certified supporting documents is correct and complete
- I acknowledge that the provision of incorrect information or documentation relating to my application may result in the withdrawal of any offer of a place and that such withdrawal may take effect at any stage of the course at the discretion of Deakin University

Signature	Date
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Please attach all certified documents to this sheet and return to:

Domestic Applicants:

Admissions, Enrolments and Records
Division of Student Administration
Deakin University VIC 3217

International Applicants:

International Applications Centre
Deakin International
Building 1a, Entrance 3
70 Elgar Road
Deakin University
Burwood VIC 3125
AUSTRALIA
Facsimile: 61-3-9244 5094 (International Students only)

Office Use Only

Student ID: _____

Course Code: _____

Campus: _____

Date Received:

Offered Not Offered

Date Keyed on Callista by Faculty: _____ / _____ / 2008

Selection Officer Name (print): _____

Selection Officer Signature: _____

Note: Supporting documents are to be returned to DSA once the application is complete. The documents are returned to be placed on the student file, not for offer processing.

Certified photocopies for supporting documentation

To ensure that your application can be considered in full, please return the necessary documentation at the same time as your application form.

- Do not send originals as they will not be returned.
- Certified copies of academic transcripts provided by the issuing institution are acceptable.
- Photocopies must be legible; this applies to all aspects of the document, including the name and address of the awarding institution.
- If the document is in a language other than English, a certified copy of the original must be provided together with a certified translation.

An example of the wording to be used on photocopies is as follows:

Certified true copy. Original sighted by me on /.../.... Signed Signatory's authority
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The following people are acceptable as signatories for certification of documents.

- recruitment agents for international students
- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)
- a designated Deakin University staff member as listed at www.deakin.edu.au/hr/wa/related_files/qualifications-nominees.doc