

# Certification Guidelines

Sydney Institute of Higher Education Pty Ltd  
ABN 49 618 742 813  
CRICOS provider number: 03866C

## What is a certified document/photocopy?

Supporting documents must be provided to Sydney Institute of Higher Education (SIHE) as either original documents (ie original transcripts) or certified copies.

A certified copy is a photocopy of the original that has been 'certified' as a true copy of the original by an "Authorised Officer".

## Who can certify a document?

An "Authorised Officer" means an authorised education agent acting on behalf of SIHE, a Justice of Peace (JP) or anyone who is currently employed as one of the following in Australia:

- a member of staff at SIHE
- an accountant - member of the Institute of Chartered Accountants in Australia, or CPA Australia, or the National Institute of Accountants (NIA), the Association of Taxation and Management Accountants or Registered Tax Agents
- a bank manager, but not a manager of a bank travel centre
- a credit union branch manager
- a commissioner for declarations
- a barrister, solicitor or patent attorney
- a police officer
- a postal manager
- a principal of an Australian secondary college, high school or primary school
- a pharmacist
- a medical practitioner or specialist
- a registered nurse
- a defence force officer.

They must include their professional registration number when certifying your documents and the person certifying the photocopies must not be related to you.

## How should the authorised officer verify each document?

The authorised officer must:

- write 'I certify this to be a true copy of the document shown and reported to me as the original'

- sign
- print their name, address, contact number, profession or occupation or organisation and the date verified
- include the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp.

In addition, a Justice of the Peace must also print:

- their registration number
- the state in which they're registered as a Justice of the Peace.

## How to certify documents when you are overseas

Please visit: [smartraveller.gov.au/services/legalising-documents.html](https://smartraveller.gov.au/services/legalising-documents.html) for further information.

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End of document: "Certification Guidelines"

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