

COURSEWORK STUDIES SECTION

Level 1, Lincoln Building
MACQUARIE UNIVERSITY NSW 2109
Phone +61 (0)2 9850 6410

Email: <http://www.student.mq.edu.au/cgi-bin/ses/support/enquiry.cgi>

Supplementary Document Coversheet

Please complete the following:

Student ID and/or UAC No. (If known)			
First Name		Last Name	
Date of Birth			
Contact Phone Number and email			
Date			
Notes (if any)			

Application form completed (tick one only and please write course name):

- Undergraduate applications including Graduate Diplomas Course name: _____
- Honours applications Course name: _____
- Postgraduate Direct Macquarie application: Course name: _____
- Postgraduate UAC application: Course name: _____
- Credit for Previous Studies
- Other (Please specify) _____

Supporting Documents attached (tick whichever is applicable):

- Official Academic Transcript / proof of course completion/ Credit for Previous Studies
- Postgraduate application supplementary information
- Proof of English Proficiency
- Other (Please specify) _____

Instructions:

This coversheet must be completed and submitted with any documents required to support your application/requests and sent to Coursework Studies Section - address at the top of this page.

NOTE: If you need to supply documents for more than one application, you need to submit a separate Coversheet including relevant documents for each application.

HOW TO CERTIFY DOCUMENTS

Supporting documents must be provided to Macquarie as either original documents (ie original transcripts) or certified copies. A certified copy of a document is a photocopy of the original that has been "certified" as a true copy of the original by a Justice of the Peace (JP) or other authorised officer. An Authorised Officer may be any one of the following:

- an authorised officer in the admission/student enquiry office at any Tertiary Institution.
- an accountant - members of the Institute of Chartered Accountants in Australia, or the Australian Society of Certified Practising Accountants, or the National Institute of Accountants, or the Association of Taxation and Management Accountants or Registered Tax Agents.
- a bank manager, but not a manager of a bank travel centre
- a barrister, solicitor or patent attorney
- a police officer in charge of a police station, or of the rank of sergeant and above
- a principal of an Australian secondary college, high school or primary school
- a Justice of the Peace (with registration number and the State in which they are registered as a JP)
- a minister of religion

Documents may also be certified at the Student Enquiry Service Level 1 Lincoln Building so long as the photocopy is provided by the applicant and the original document is sighted by a Student Enquiry Officer.

PLEASE NOTE: The person certifying the photocopies must not be related to you and must, write on each copied page:

- "This is a true copy of the original document sighted by me";
- sign it;
- print the following details: - name, contact phone number, category in the above list and date verified
- affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has a stamp.