

Undergraduate fact sheet 6: Providing documents



If you need to provide any documents to UAC in support of your application, you'll be told in your application confirmation package, which you'll be prompted to download when you complete your application.

Your confirmation package may include instructions for providing documents to support your application. Some documents, such as qualification transcripts, can be either uploaded by logging in to your application via UAC's website or posted or delivered to UAC. Other documents, such as a personal statement, CV, questionnaire or portfolio, can only be uploaded by logging in to your application. This will be made clear in the instructions.

You must ensure that any documentation you provide is official, true and complete.

If your confirmation package does not include instructions for providing supporting documents, you do not need to submit any documents to UAC.

Year 12 applicants

Most 2017 Year 12 students don't need to provide documents to support their application. UAC automatically receives your Year 12 results and employment experience is generally not taken into consideration. However, you'll be encouraged to supply documentary evidence of your Australian citizenship in order to speed up the admission and enrolment process if you receive an offer. For examples of the documents that we'll accept, go to uac.edu.au/undergraduate/apply/documents/supply.

Non-Year 12 applicants

If you are a non-Year 12 applicant, you may need to supply documents to support your application. These could include:

- transcripts of studies you have undertaken
- a statement of service from your employer
- proof of English language proficiency if you do not have an assessable qualification that was undertaken in English. For further information on English language proficiency, read *Undergraduate fact sheet 7: English language proficiency*.

Non-Year 12 applicants will also be encouraged to supply documentary evidence of their Australian citizenship in order to speed up the admission and enrolment process if you receive an offer. For examples of the documents that we'll accept, go to uac.edu.au/undergraduate/apply/documents/supply.

Refer to the UAC Guide or UAC's website at uac.edu.au/undergraduate/offers/dates for deadlines for providing documents for each offer round.

Documents UAC can obtain on your behalf

In most cases, UAC can get your results from study at the following institutions without you having to supply us with copies of your documents:

- Australian Year 12 assessment authorities
- Australian universities
- TAFE NSW from 2008
- TAFE ACT (CIT).

Most institutions will not release academic records to UAC if students owe money to them (eg library fines). Non-release of your records may result in you not receiving an offer. UAC cannot assess qualifications using transcripts supplied by the applicant if non-release status has been advised by an institution.

Documents you may need to provide to UAC

If applicable, you'll need to supply documents for the following qualifications, including proof of completion:

- TAFE studies outside NSW and the ACT
- enrolled nursing, secretarial or trade studies before 1994
- Australian Qualifications Framework (AQF) courses delivered by private providers. (Documentation must indicate AQF accreditation. Your qualification will not be assessed without proof of accreditation.)
- overseas secondary or tertiary studies
- professional and paraprofessional qualifications
- a current Australian nurse's registration.

Academic transcripts

If UAC cannot obtain your results directly from an institution, you will need to provide an official academic transcript. The transcript must show:

- the title of the course undertaken
- all subjects taken
- grades obtained (including failures)
- stage reached or qualification gained
- proof of course completion (where course is complete)
- a copy of the grading scale where available.

A collection of examination result slips is not acceptable. Apply for your transcript/s early – some institutions may need time to supply official transcripts.

If you have completed the course, the transcript you provide must state the award you gained. If the transcript does not state that you have successfully completed the course, you must provide additional information; for example, your Certificate or Diploma.

Results for exams completed in late 2017

You may not be able to provide all documentation with your application because you'll be sitting for an examination or test at the end of 2017. If this is the case, provide UAC with a copy of your transcript as soon as you receive it.

Overseas qualifications

If your official documents for your overseas study are not in English, you must supply copies of the following documents:

- the original language transcript of studies showing subjects and results
- the original language award certificate (if a qualification has been completed)
- an English translation of these documents (read below for organisations who can translate your documents)
- a copy of the grading scale if available.

Your documents must be translated by one of the following:

- Multicultural NSW. For more information, call 1300 651 500 or visit multicultural.nsw.gov.au
- a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

The translator must be accredited as at least a 'professional translator'. Translated documents must display the official NAATI stamp provided to qualified translators; the stamp shows the level of accreditation and the direction in which they are accredited to translate.

A list of NAATI-accredited translators in Australia and some overseas locations is available at naati.com.au or call (02) 9267 1357.

- the Ministry/Department of Foreign Affairs or a local court or government agency that offers a translation service in the applicant's home country. The translated document must display the organisation's name and official seal, and the translator's name and contact details.
- a sworn translator approved by the Australian diplomat missions in Belgium, France, Indonesia, Switzerland or Thailand. For details, visit UAC's website at uac.edu.au/undergraduate/apply/documents.

Translations by any other sources, including overseas notaries, will not be accepted.

Studies at UK institutions of higher education

A Higher Education Achievement Report (HEAR) may be presented in support of tertiary studies undertaken in the UK.

Studies at Chinese institutions of higher education

UAC may specifically ask some applicants to submit a Credentials Report from the China Academic Degrees and Graduate Education Development Center (CDGDC). A Credentials Report, which is used to verify studies, includes the following:

- background information about the Certificate/Diploma holder
- legality of the degree or Certificate issuers
- authenticity of the documents.

The report is provided by the CDGDC for a fee. Visit the China Qualifications Verification website at chinadegrees.cn/en for more information.

Employment experience

Some institutions will take employment experience into consideration when assessing your application. (However, this does not usually apply to Year 12 students.) Read *Undergraduate fact sheet 2: Admission requirements and selection* for further information.

You must supply a statement of service (see sample above) on the employer's official stationery stating:

- job title
- period served, including start and end dates, and hours worked – such as full-time or part-time (eg 20 hours per week)
- major tasks required in the job.

ASAS
ALL SYDNEY ADMINISTRATION SERVICES

19 July 2017

STATEMENT OF SERVICE

Sam Citizen has been employed full-time (35 hours per week) by All Sydney Administration Services as an Administration Officer from January 2012 to the present time.

Sam's duties include:

- telephone and reception
- responding to emails
- monitoring and ordering stationery supplies
- organisation of meetings including arranging parking for visitors and booking catering
- maintaining current procedures manuals and databases
- registering and filing correspondence

Yours sincerely
DJ Smith
DJ Smith
Human Resources Manager

For self-employed applicants

If you are self-employed, you must supply a copy of your business certificate of registration and a letter from your accountant or solicitor, on their official stationery, stating:

- how long you have been continuously engaged in the business
- the nature of the business

All Sydney Administration Services
Suite 704 Professional Services Block, 200 Main Street Sydney NSW 2000 Phone: 02 3456 7890 Fax: 02 3456 7890
Email: admin@asas.com Website: http://www.asas.com

Sample statement of service

Personal references that do not state these items cannot be assessed. Group certificates, offers of employment, payslips and CVs will not be accepted.

If you are self-employed, you must supply a copy of your business certificate of registration and a letter from your accountant or solicitor, on their official stationery, stating:

- how long you have been continuously engaged in the business
- the nature of the business.

Change of name

If you have studied under a previous name, you must supply documentary evidence to prove your change of name, such as a marriage certificate, deed poll registration or other registration with the Registry of Births, Deaths & Marriages.

The documentation must show your previous name/s and your current name/s. Without this documentation, your application may be delayed.

Transferring documents to a new application

You can request that your documents from a previous application be transferred to a new application, but you will have to pay a fee of \$92 and the documents must relate to an application made within the last five years.

To have your documents transferred, download the 'Document transfer' form available at uac.edu.au/undergraduate/faq, complete the payment details and post to UAC, Locked Bag 112, Silverwater NSW 2128.

Having your documents returned to you

We do not recommend you send original documents to UAC. However, any documents you provide to UAC can be returned to you for a fee:

- \$42 if the documents relate to the current admissions period
- \$92 if the documents relate to a previous admissions period (up to five years).

To have your documents returned, complete the 'Apply document retrieval' form available at uac.edu.au/undergraduate/faq, complete the payment details and post to UAC, Locked Bag 112, Silverwater NSW 2128.

Closing dates for providing documents

You should provide your documents within seven days of applying, but if you are applying close to a UAC or course closing date you may need to provide your documents sooner than seven days.

You need to provide documents by certain dates for consideration in each offer round. Refer to *Undergraduate fact sheet 3: Important dates* for details.

Remember that if you are applying in late January/early February 2018, you only have a very limited time to provide your documents before offers are made for semester 1 study and any delays may jeopardise your chances of getting an offer for study in semester 1.

If you do not supply documents that meet the requirements outlined in this fact sheet, you may not receive an offer.



Universities Admissions Centre (NSW & ACT) Pty Ltd

Telephone: 1300 ASK UAC (1300 275 822)
from mobiles: (02) 9752 0200 from overseas: +61 2 9752 0200

Email: use our online enquiry form at uac.edu.au/enquiry

Website: uac.edu.au

Postal address: UAC, Locked Bag 112, Silverwater NSW 2128

In person: Quad 2, 6 Parkview Drive, Sydney Olympic Park NSW 2127

Office hours: 8.30am–4.30pm Monday to Friday (Sydney time)