Provisions of Entry Requirement Documents

As part of the entry requirements into Kaplan’s postgraduate qualifications you are required to provide Kaplan with documents* supporting that you meet the requirements for entry into the course.

You may choose to bring in the original document to a Kaplan office, where a Kaplan staff member will sight your documentation and take a copy for your student record.

If you are unable to visit a Kaplan office, you may provide a certified copy of your qualifications. A certified copy has been verified to be a true copy by a witness after sighting the original. The person certifying the photocopy must sight the original document and include the following details on all pages that contain information:

- stamp or write, ‘This is a true copy of the document sighted by me’
- sign, date and provide contact details (name, address and telephone no.)
- the official stamp or seal of their organisation or their profession and organisation name
- the official ID/Member number of their profession.

WHO CAN CERTIFY MY DOCUMENTS

Kaplan will accept photocopies certified by anyone who is currently employed as:

- an accountant (they must be a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practicing 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 credit union branch manager
- a commissioner for declarations
- a Justice of the Peace
- a medical practitioner (doctor)
- a police officer in charge of a police station, or of the rank of sergeant and above
- a postal manager
- a pharmacist
- a principal of an Australian secondary college, high school or primary school.
Provisions of Entry Requirement Documents

MORE INFORMATION

If you have any queries about certified copies of documents, please contact a Student Adviser on 1300 135 798 (+612 8248 7611).

* Kaplan requires copies of the following documents:
  - Certified copies of qualifications required for entry into the postgraduate course
  - Certified copies of IELTS results if qualifications taken in a second language
  - Certified copies of qualifications/membership if seeking automatic exemptions from subjects with Kaplan Online
  - if applying under non-degree entry or with unrelated qualification, please refer to additional documentation required under

Entry Requirements — related industry experience, non-degree entry or headstart applications.