

## Provision 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 by email to [studentadvice@kaplan.edu.au](mailto:studentadvice@kaplan.edu.au). 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 Chartered Accountants Australia and New Zealand, 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 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.

The certification must be on each page of the document and accompanied by the certifier's signature, full name, profession (for example, Justice of the Peace), registration number (if applicable) and date.

Certification must be made by an independent third party. Avoid using an individual to certify your documents where a perceived conflict of interest may exist (for example, spouse, family member, employee, employer or business partner).

### 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 entry documentation required for entry into the postgraduate course, such as academic transcripts and certificates.
- Certified copies of IELTS results if qualifications taken in a second language.
- Certified copies of requested documentation for recognition of prior learning applications, such as qualifications, memberships or designations.
- If applying under non-degree entry or with an unrelated qualification, please refer to additional documentation required under Entry Requirements — related industry experience, non-degree entry or Headstart applications.