



**Read this form carefully, sign it and return it with your application documents.**

**You must submit a transcript for each academic qualification you have attempted. You must submit a transcript and testamur for each academic qualification you have completed. All documents must be scanned in colour with no alterations (including the size of documents).**

The preferred method for receipt of documents is below (See reverse for requirements for translated documents):

*Testamurs (Graduation Certificate):* Scan original document and attach to your application. Scan must be in colour.

*Transcripts:* Request original transcripts to be sent directly from your institution to the Admissions Office at ANU.

Transcripts can be scanned in colour and attached to your application or emailed to the relevant Admissions Office team:

- Domestic coursework program (undergraduate and postgraduate) - [domestic.admissions@anu.edu.au](mailto:domestic.admissions@anu.edu.au)
- International coursework program (undergraduate and postgraduate) - [international.admissions@anu.edu.au](mailto:international.admissions@anu.edu.au)
- Higher Degree Research program (i.e. PhD, MPhil or SJD) - [hdr.admissions@anu.edu.au](mailto:hdr.admissions@anu.edu.au)

However, this may delay the processing of your application as it is not the preferred method for that documentation.

*Letters or supporting statements:* Originals to be sent directly from the issuing body to the Admissions Office. Letters forwarded via the applicant cannot be accepted.

*Referee Reports:* Must be sent directly from the referee to the Admissions Office. Referee reports forwarded via the applicant cannot be accepted. See <http://www.anu.edu.au/files/resource/Research%20Application%20Referee%20Report%20Form.doc> for form.

### Auditing of Documents

The Australian National University does not require certified copies of documents to be provided during the application process. Instead, applications for admission are audited by contacting the issuing body and requesting confirmation of the documents presented. Information on the audit processes we may undertake are outlined in the declaration on the application form and repeated below:

- I authorise the University to audit my application by obtaining official records from any institution I have attended or conducting any other enquiries to otherwise verify documents presented with my application including but not limited to evidence of English language proficiency and referee reports and enquiries to determine whether I have any undeclared study. Accordingly I consent to the University providing my personal information to any relevant third party for these purposes. If requested, I will provide original documents to support my application.
- I acknowledge and accept that the University may vary or cancel any decision made or reject this application on the basis of incorrect, incomplete or fraudulent information provided by me or by my referees.
- I recognise that it is an offence to submit fraudulent documentation in support of an application for the purpose of gaining admission to the University. Where fraudulent documents are detected, I understand that my application will be rejected or if an offer has been made, it will be withdrawn or if I have already enrolled, my enrolment will be cancelled. Further, if a visa has been issued, the Department of Home Affairs will be notified. All matters concerning fraudulent documentation may be reported to the relevant Government and statutory authorities.
- If any information is discovered to be untrue or misleading in any respect, I consent to the University collecting, storing and disclosing this information to any relevant authority which may include the Department of Home Affairs.

**I hereby authorise The Australian National University to audit my qualifications as specified below:  
(Please complete a separate line for each qualification attempted or completed)**

Name of Award: \_\_\_\_\_ Issuing Institution: \_\_\_\_\_

Name of Award: \_\_\_\_\_ Issuing Institution: \_\_\_\_\_

Name of Award: \_\_\_\_\_ Issuing Institution: \_\_\_\_\_

Applicant name (print): \_\_\_\_\_

Date of Birth:

D	D	M	M	Y	Y
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ANU ID: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date:

D	D	M	M	Y	Y
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## DOCUMENTS SUBMITTED WITH APPLICATIONS FOR ADMISSION

### TRANSLATION OF DOCUMENTS

If official qualification documents related to an Application for Admission are not in English, the applicant must supply the following documents (scan and attach to application):

- the original language transcript of studies showing subjects and results
- the original language award certificate
- an English translation of these documents
- a copy of the grading scale

The translation must be from one of the following organisations:

- [Community Relations Commission for Multicultural New South Wales](#)
- Interstate office of either the Ethnic Affairs Commission or the Department of Home Affairs
- Australian diplomatic missions
- A translator accredited by [National Accreditation Authority for Translators & Interpreters \(NAATI\)](#)
- A Government or other recognised translation authority. Please contact the ANU Admissions Office to determine if the authority is approved to provide translations.

**Copies translated by any other sources will not be accepted. Self-translated documents are not acceptable.**