

**Australian domestic and off-campus learning applicants
hard Copy (Paper) Document Submission Cover Sheet**

*****Please do not staple your documents – use a paper clip or fold them together.*****

*****Please do not send originals as we are unable to return your documents.*****

Certified Copies

Before we can make you a full offer of a course place, you must post us (as soon as possible) a certified hard (paper) copy of your results documents. TOEFL test results (if you have these) and employer references (if the course requires these) must also be posted to us as certified copies.

The following people can certify documents (stamp, sign and date to confirm they are a true copy of the original): a justice of the peace or bail justice, a notary public; a barrister and solicitor of the supreme court or their clerk; a member of the police force, the sheriff or deputy sheriff, a registered medical practitioner, a registered dentist, a veterinary practitioner, a pharmacist, a principal in the State government teaching service, the branch manager of a bank; a member of the Institute of chartered accounts in Australia or of the Australian society of accountants or of the national institute of accountants; a minister of religion (not a civil celebrant), a fellow of the institute of legal executives (Victoria).

Please fill in your details below and mail your documents with this cover sheet to:

Admissions Unit
Student Administration and Systems
Building 3C
Monash University
Wellington Road, Clayton
Victoria 3800 AUSTRALIA

Applicant ID:																						
Application Number:																						
Name:																						
Previous Monash University ID number (if applicable)																						
Contact address:																						
Contact email:																						
Contact phone number(s):																						
Document type (please select):																						
<table border="0"> <tr> <td>Secondary school results</td> <td>Subject outlines</td> <td>Employment reference</td> </tr> <tr> <td>Tertiary education results</td> <td>Credit application</td> <td>CV (resume)</td> </tr> <tr> <td>Diploma/degree certificate</td> <td>Statement of purpose</td> <td>Proof of employment</td> </tr> <tr> <td>School prediction of results</td> <td>Research proposal</td> <td>Passport copy</td> </tr> <tr> <td>Aptitude test results</td> <td>Proof of professional registration</td> <td>Proof of change of name</td> </tr> <tr> <td>IELTS/TOEFL results</td> <td>Proof that English was medium of instruction</td> <td>Proof of identity other than passport</td> </tr> <tr> <td>Other (please give details):</td> <td></td> <td></td> </tr> </table>	Secondary school results	Subject outlines	Employment reference	Tertiary education results	Credit application	CV (resume)	Diploma/degree certificate	Statement of purpose	Proof of employment	School prediction of results	Research proposal	Passport copy	Aptitude test results	Proof of professional registration	Proof of change of name	IELTS/TOEFL results	Proof that English was medium of instruction	Proof of identity other than passport	Other (please give details):			
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If you are unsure of what documents to provide, check the course requirements in Course Finder:

www.monash.edu.au/study/coursefinder/.