

Monash University Special Access Scheme

Undergraduate domestic admissions

Certified copies

Before we can make a decision on your application, you must post your certified, hard copy (paper) documents supporting your claim, and a cover letter detailing the impact of this on your studies. Please do this as soon as possible.

To have a document certified, make a clear photocopy of the original and take both original and copy to an authorised person (see list below). This person must stamp or certify **every page** of the document, *'I have sighted the original document and certify this to be a true copy of the original'*. The certifier must **sign each statement** and **print their name and position clearly**, e.g. Police Officer.

The following people may certify documents: Monash staff member, Justice of the Peace, Public Notary, member of the police force, registered medical practitioner, registered dentist, veterinary practitioner, pharmacist, principal in the State Government teaching service, minister of religion (not a civil celebrant), Australian lawyer, branch manager of a bank, or a member of the Institute of Chartered Accountants in Australia, Australian Society of Accountants or National Institute of Accountants.

The following **are not authorised to certify documents** - a Postal Manager or an independent/Catholic school Principal.

Please forward your hard copy documents with this cover sheet, to:

Central Admissions
 Monash Connect
 21 Chancellors Walk
 Monash University VIC 3800

Full name:		
Applicant ID:		
VTAC applicant ID (if applicable):		
Previous Monash ID number (if applicable):		
Home address:		
Suburb/Town:		
State:		
Postcode:		
Contact email:		
Contact phone number(s):		
Course code	Course title	Campus
The Monash Guarantee <input type="checkbox"/> Disadvantaged financial background* <input type="checkbox"/> Live in a low socio-economic area* <input type="checkbox"/> Indigenous Australian* <input type="checkbox"/> Monash-listed under-represented school <small>*Applicants who don't meet eligibility for the Monash Guarantee will automatically be considered for SEAS in these categories.</small>		Special Entry Access Scheme (SEAS) <input type="checkbox"/> School location <input type="checkbox"/> Difficult personal circumstances <input type="checkbox"/> Disability or medical condition <input type="checkbox"/> Aged 21 or older on 1 January 2017 <input type="checkbox"/> Non-English speaking background, moved to Australia after 1 Jan 2011

For details on what documentation to provide, check the Monash University Special Access Scheme website: study.monash/how-to-apply/entry-schemes/special-entry-access-scheme