

**Cover sheet to submit documents (hard copy) for:
Australian domestic and off-campus learning applicants**

**IMPORTANT: Please DO NOT SEND ORIGINALS as we are unable to return your documents
Please do not staple your documents – use a paper clip or fold them together**

Requirement to provide supporting documents:

When submitting an application, you should attach copies of all supporting documentation including secondary school results certificate/s, official academic transcript/s, IELTS or TOEFL test results (if applicable) and employer references (if your intended course requires these). Original or certified copies of your supporting academic documents must be provided to Monash University upon request and if you do not provide them your enrolment may be cancelled. This may occur at course enrolment or at any time following commencement of the course.

To have a document certified, you should make a legible photocopy of the original document and take both the original and the copy to an authorised person from the list below. This person must then 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 designation clearly**, e.g. 'Police Officer'.

The following people may certify documents: a Justice of the Peace; a Public Notary; a member of the police force; a registered medical practitioner (MBBS); 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 accountants in Australia or of the Australian society of accountants or of the national institute of accountants; a minister of religion (not a civil celebrant) or an Australian lawyer.

Please note that a Postal Manager or independent/Catholic school Principal are not authorised to certify documents.

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

Central Admissions
Monash Connect, Clayton Campus
21 Chancellors Walk, Campus Centre
Monash University
VIC 3800, AUSTRALIA

Name:	
Email:	
Applicant ID (if known):	
Application Number:	
Previous Monash University ID number (if known):	
Document type (please select):	
<input type="checkbox"/> Secondary school results	<input type="checkbox"/> Subject outlines
<input type="checkbox"/> Tertiary education results	<input type="checkbox"/> Credit application
<input type="checkbox"/> Diploma/degree certificate	<input type="checkbox"/> Statement of purpose
<input type="checkbox"/> School prediction of results	<input type="checkbox"/> Research proposal
<input type="checkbox"/> Aptitude test results	<input type="checkbox"/> Proof of professional registration
<input type="checkbox"/> IELTS/TOEFL results	<input type="checkbox"/> Proof that English was medium of instruction
<input type="checkbox"/> Other (please give details):	<input type="checkbox"/> Employment reference
	<input type="checkbox"/> CV (resume)
	<input type="checkbox"/> Proof of employment
	<input type="checkbox"/> Passport copy
	<input type="checkbox"/> Proof of change of name
	<input type="checkbox"/> Proof of identity other than passport (eg. birth certificate)

If you are unsure of what documents to provide, check the course requirements in Find a Course:
<https://www.monash.edu/study/courses>