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 certified copies of supporting documents:
Before a full offer of admission can be made, you must provide Monash University with certified paper 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).
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):
- ☐ Secondary school results
- ☐ Tertiary education results
- ☐ Diploma/degree certificate
- ☐ School prediction of results
- ☐ Aptitude test results
- ☐ IELTS/TOEFL results
- ☐ Other (please give details):
- ☐ Subject outlines
- ☐ Credit application
- ☐ Research proposal
- ☐ Proof of professional registration
- ☐ Proof of English was medium of instruction
- ☐ Employment reference
- ☐ CV (resume)
- ☐ Proof of employment
- ☐ Passport copy
- ☐ Proof of change of name
- ☐ 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:
www.study.monash/courses.