



www.siaconsultant.com

A close-up photograph of a wooden gavel with a silver metal head, resting on a stack of papers. In the foreground, a wooden block is placed horizontally, with the word 'accepted' written on it in a large, black, serif font. The background is a blurred stack of papers, suggesting a legal or administrative setting.

accepted

DOCUMENT CHECKLIST

A SIMPLE GUIDE TO WHAT YOU HAVE TO SUBMIT ALONG WITH YOUR COLLEGE APPLICATION.

You will be asked to offer documentary proof of your credentials, academic results, job experience, or other events to consider your application complete. Depending on your course preferences, you will also be required to submit course-specific documents.

1. Academic Transcripts

You'll need to provide official academic transcripts from all qualifications undertaken. The transcripts must be printed on the official paper/letterhead of the institution and be certified copies

These must evidence

- The title of the course undertaken
- Subjects taken
- Grades obtained (including failures)
- Qualification gained
- Proof of course completion
- a copy of the grading scale where available.
- Certificates of graduation (should be issued in both the original language and English. The full title of the qualification and the date of completion must be reported.)
- Evidence of English Language Level Proficiency Test

Request for the transcript(s) as soon as possible; certain institutions may require additional time to provide official transcripts. If you completed the course, the transcript you give must provide the certificate you earned. If the transcript does not show that you finished the course successfully, you must include other evidence, such as a copy of your degree or diploma.

Your documents can be translated by:

- A translator who has received accreditation from the National Accreditation Authority for Translators and Interpreters (NAATI). The translator must be certified as a 'professional translator' (previously known as 'Level 3'). Documents that have been translated must bear the official NAATI seal, which indicates the degree of accreditation and the direction in which the translator is accredited to translate.
- The Ministry/Department of International Affairs, or a municipal court or government body in the applicant's home country that provides translation services. The translated paper must contain the name and official seal of the organization, as well as the translator's name and contact information.



Employment Experience Documents

You must include a statement of service on the employer's official stationery that contains the following You must include a statement of service on the employer's official stationery that contains the following :

- job title period served
- Including start and end dates main
- Duties required in the job

Personal references that do not have these details cannot be evaluated.

If you are self-employed, you must have a copy of your company registration certificate as well as a letter from your accountant or solicitor on official stationery stating:

- how long you have been actively engaged in the business and the nature of the business.

Other Documents

- Copy of your passport (if available)
- English translations of all documents
- Syllabus (if applying for credit)
- Resume or curriculum vitae (CV)
- Statement of Purpose
- References from employers
- Letter from the scholarship provider
- Documentation for selection tasks (if applicable). Some programs require pre-selection packs, folios, and other materials.
- Research proposal with names of two research supervisors'

- A list of previous research publications (for Master by research and PhD program applications only).
- English language certificate such as IELTS, TOFEL, PTE..etc

If you have previously studied under a different name, you must provide documentary proof of your name change, such as a marriage certificate, deed poll registration, or any registration with the appropriate Registry of Births, Deaths, and Marriages. The paperwork must include the former and present names. Your submission will be postponed if you do not have this paperwork.

Certified Copy

A certified copy is one that has been validated by a witness to be a genuine copy after they have sighted the original. The person certifying the photocopy must sight the original document and provide the following information:

- "This is a genuine copy of the document sighted by me," written or stamped.
- sign, date, and contact details
- The official stamp or seal of the organization.

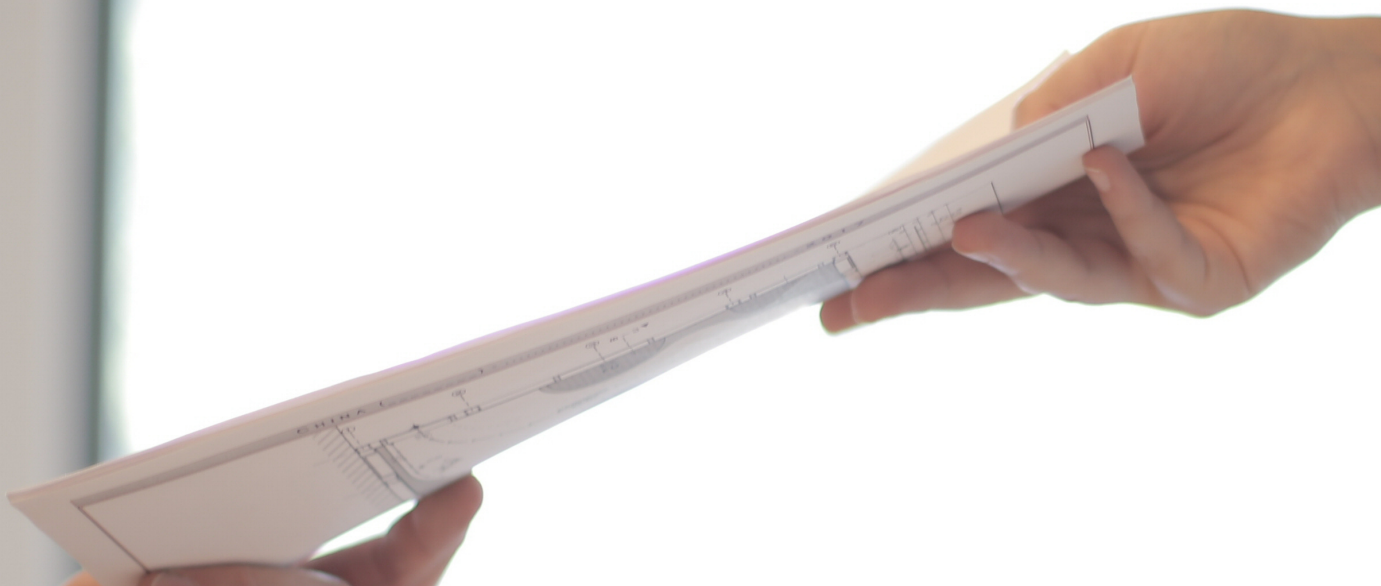
Uploading Documents

You can submit the relevant documentation along with your application via the online admissions system.

- Each file should be no larger than 10MB in size. Larger files can time out and become corrupted when uploading.
- File sharing websites and utilities, such as Dropbox or Google Drive, are not recommended because accessing the files may be difficult.
- If you are sending videos, we suggest that you upload them to a platform such as YouTube or Vimeo and provide the link.

If you are having trouble uploading your documents to the online admissions system, please contact the concerned.

**Nerve-wracking?
SIA has got your back.**



www.siaconsultant.com