

Document details for semester 1 2019 entry

There are different types of documentation required for different qualifications. Refer to the **Documents** section of your application where you will find a list of the qualifications for which you must provide documentation.

For each type of study listed e.g. school studies, university studies, click on the links in the menu below for details.

Note, you are not required to submit any documentation in support of a TAFE SA Core Skills Profile for Adults (CSPA) result, nor a Special Tertiary Admissions Test (STAT) result. Resumes, CVs and references are not used when assessing your application so please do not provide them.

General information

There may be delays in assessing your qualifications if you do not supply the correct documentation in support of your application, which may affect your chances of receiving an offer to a course.

You may choose to attach documents electronically to your SATAC application. The online instructions will take you through the process.

If you choose to post or bring documents to SATAC in person, rather than provide documents electronically, please attach a copy of your cover sheet which clearly shows your current name and your SATAC reference number. This will ensure your documents are matched to the correct TAFE SA application in our database.

If you are required to provide documents for current year studies, submit these as soon as they are available.

Studies undertaken overseas

If any of your documents are in a language other than English, you must submit a copy of both the original document **and** the full translation. All translations must be certified by an independent accredited translator.

Original documents

Do not send irreplaceable originals e.g. your year 12 certificate or degree parchment. Photocopies of your documents are sufficient. SATAC does not return documents, nor does it keep documents submitted in previous years.

SATAC does not accept copies of results downloaded from the internet as proof of qualifications.

Statutory Declaration

If you are unable to obtain a copy of the qualification from the organisation that awarded it, you may make a Statutory Declaration signed in the presence of a Justice of the Peace. The declaration **must** contain the following information:

- when you obtained the original qualification
- name and location of the educational organisation
- which subjects/topics you studied and what your results were
- the circumstances which now prevent your access to the records.

The Statutory Declaration will not be accepted if it is incomplete.

Please note that there are significant legal penalties for making false claims in a Statutory Declaration.



You can find more document details for different types of study by clicking on the links.

School studies

University studies

Vocational studies

Type of study

Click the links below for more details.
Click the SATAC logo above to return to page 1.

University studies

Vocational studies

School studies – year 12 or equivalent

In many cases SATAC will be able to obtain results from recent Australian year 12 studies on your behalf.

You will need to provide SATAC with a copy of your certificate of completion showing all subjects and results if:

- your year 12 studies were completed overseas, or
- you completed a non-standard year 12 such as Steiner School or School of Tomorrow; or
- your year 12 studies were completed prior to the years listed in the table below.

Documents required for school studies

State	Year
SA or NT	prior to 1966
ACT	prior to 1977
NSW	prior to 1969
QLD	prior to 1975
TAS	prior to 1983
VIC	prior to 1975
WA	prior to 1976
IB (Australia)	prior to 1996
Overseas	any year
Non-standard	any year

Type of study

Click the links below for more details.
Click the SATAC logo above to return to page 1.

School studies

Vocational studies

University studies

University studies include Bachelor Degrees, Associate Degrees, postgraduate studies and bridging or foundation courses.

In many cases, such as recent university study undertaken in Australia, SATAC can obtain results on your behalf. For some qualifications, such as study undertaken overseas, you will need to provide supporting documents.

If you need to provide SATAC with documents for your university qualification it will be listed in the **Documents** section of your application.

You must supply an academic transcript which shows all subjects undertaken and results achieved (including withdrawals and failures) together with a grading key. You can obtain this from the student records office of the institution at which you studied. If the course is complete, you must also provide a copy of the award parchment (i.e. your certificate of graduation).

Cross-institutional study

If you have undertaken any cross-institutional study i.e. one or more subjects at a different university from where you are undertaking the majority of your studies, you must supply a copy of the transcript for your cross-institutional studies because these results will often not be included with the results from your 'home' university.

Supplementary exam results

SATAC cannot obtain the results of supplementary examinations on your behalf. You will need to provide copies of your results to SATAC, although the results may be too late to affect the outcome of your application.

Type of study

Click the links below for more details.
Click the SATAC logo above to return to page 1.

School studies

University studies

Vocational studies

Vocational studies (certificates or trade courses) refer to nationally accredited award courses (since 1996), or courses of significant length (2 months or more full-time study), undertaken through TAFE or another Registered Training Organisation (RTO).

TAFE/VET award course already completed

If you have already completed an award course, either in SA or interstate, you must supply a copy of the parchment (the certificate given to you at graduation) or an official transcript from the institution which confirms that you have completed the course.

Currently studying and due to complete an award by the end of 2018

At a TAFE SA campus

SATAC will request confirmation from TAFE SA that you have completed the course. Make sure to enter the correct course title, campus and student number in the TAFE/Uni/Other section of your application. Contact the course coordinator at the TAFE SA campus at which you are studying by Friday 30 November 2018 and apply to graduate, even if your course finishes after this date.

At a TAFE campus interstate or another Registered Training Organisation

Please submit documents for these studies as soon as they are available. If you have not yet received your parchment, please supply an official transcript or letter from the institution which confirms that you have completed the course.