

Document details for undergraduate 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. You can find information on the documents required for different types of study e.g. Secondary, Tertiary, by clicking on the links in the menu below.

Note, you are not required to submit any documentation in support of your Employment experience.

General information

There may be delays in assessing your qualifications if you do not supply the correct documentation in support of your application.

You should 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 Undergraduate 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 copies of both the original documents and the full translation.

Copies of official transcripts and parchments, along with grading systems, may be attached to your online application as scans of original documents, however if submitting as hard copy, the documents must be certified copies. Transcript translations must show results for all subjects undertaken. All translations must be completed by an independent accredited translator.

It is your responsibility to comply with any requests by SATAC to provide further documentation, either in the original language or translated into English.

Original documents

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

You must supply certified copies of all documents submitted in hard copy. You may bring your original documents in person to SATAC's front counter, where SATAC staff will photocopy them, stamp the photocopies 'original sighted' and sign them.

You may also take your original documents, together with photocopies to the issuing authority e.g. year 12 Board of Studies, Registrar of a tertiary institution or to a Justice of the Peace or similar for certification. The person who certifies the photocopies must attest to having sighted the originals of the documents concerned.

If you are residing interstate, you may take your original documents in person to another tertiary admissions centre, i.e. UAC in New South Wales, QTAC in Queensland, VTAC in Victoria or TISC in Western Australia for certification. A fee is charged for this service.



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

[Secondary](#)
[Foundation studies](#)
[Tertiary](#)
[Personal competencies](#)
[Military service](#)
[Nursing](#)

Type of study

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

[Tertiary](#)

[Personal competencies](#)

[Military service](#)

[Nursing](#)

Secondary

You must supply a certificate of completion showing all subjects undertaken, results (both grades and marks) and an aggregate or tertiary entrance rank if supplied. If you have mislaid your original certificate, you will need to contact the examinations board in your local state or country to obtain a replacement.

Studies undertaken overseas

If any of your documents are in a language other than English, you must submit copies of both the original documents and the full translation. Copies of official transcripts and parchments may be attached to your online application as scans of original documents, however if submitting as hard copy, the documents must be certified copies. Transcript translations must show results for all subjects undertaken. All translations must be completed by an independent accredited translator.

It is your responsibility to comply with any requests by SATAC to provide further documentation, either in the original language or translated into English.

Foundation studies

You must supply a copy of the award or certificate of completion. You can obtain this from the student records office of the institution at which you studied.

Studies undertaken overseas

If any of your documents are in a language other than English, you must submit copies of both the original documents and the full translation. Copies of official transcripts and parchments may be attached to your online application as scans of original documents, however if submitting as hard copy, the documents must be certified copies. Transcript translations must show results for all subjects undertaken. All translations must be completed by an independent accredited translator.

It is your responsibility to comply with any requests by SATAC to provide further documentation, either in the original language or translated into English.

Type of study

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

[Secondary](#)

[Foundation studies](#)

[Personal competencies](#)

[Military service](#)

[Nursing](#)

Tertiary

Higher education study at a university, institute of technology, college of advanced education or teachers college etc.

You must supply an academic transcript which shows all subjects undertaken and results achieved (including withdrawals and failures) together with a grading system. You can obtain this from the student records office of the institution at which you studied.

Do not supply individual statements of results - only a full academic transcript is acceptable. If the course is complete, you must also provide a copy of the award parchment.

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

If you are sitting supplementary examinations, you will need to send or bring the results to SATAC yourself, although in most cases, the results will be too late to affect the outcome of your application. Special arrangements may be made to accept the results from supplementaries which have been granted on medical grounds. If this applies to you, advise SATAC as soon as possible.

Vocational Education and Training (VET) awards from TAFE or other registered training organisations (RTOs)

If you have already completed a VET award from a TAFE or other registered training organisation, either in South Australia or interstate or overseas, you must supply:

- A copy of the certificate
- A copy of the full academic record showing all subjects studied in the course and their results

If you are currently studying a TAFE/VET course as soon as the course is complete, you must obtain and submit:

- A statement of completion of the course signed by the course coordinator or other responsible officer
- A copy of the full academic record showing all subjects studied in the course

You can obtain copies of these documents from the training organisation at which you studied.

Studies undertaken overseas

If any of your documents are in a language other than English, you must submit copies of both the original documents and the full translation. Copies of official transcripts and parchments may be attached to your online application as scans of original documents, however if submitting as hard copy, the documents must be certified copies. Transcript translations must show results for all subjects undertaken. All translations must be completed by an independent accredited translator.

It is your responsibility to comply with any requests by SATAC to provide further documentation, either in the original language or translated into English.

Type of study

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

Secondary

Foundation studies

Tertiary

Personal competencies statement

If you need to submit a personal competencies statement it must be written according to the [guidelines published on the SATAC website](#) and then uploaded your application.

There are specific eligibility requirements that you must meet in order for your life experience to be considered in support of your application. Many of the courses that consider life experience as a pathway also require you to sit the Special Tertiary Admission Test (STAT) in addition to submitting a personal competencies statement. Visit [ACER](#) for more information about sitting the STAT.

Further information about eligibility to use a personal competencies statement is [available on the SATAC website](#).

Military service

Documentation submitted to support a claim of military service needs to include:

- The rank(s) you achieved
- The division(s) you worked in
- The length and dates of services for each rank

Please note a Certificate of Enlistment is not sufficient to support your claim.

You must provide one of the following:

- ADO Service Record Report (full PMKeyS statement) containing a complete service record which is available to serving members of the Armed Forces. The statement contains current rank, date of enlistment, length of service, current occupation, posting and promotion history.
- A letter from your supervisor/personnel officer/commanding officer giving rank, length of service, and, if possible, occupation.
- Certificate of Service which states rank on discharge and dates of service.

Nursing

Nursing current practising certificate

You are not required to submit a copy of your nursing current practising certificate if you are registered with the Nursing and Midwifery Board of Australia or in New Zealand.

If, however, you are registered overseas (other than New Zealand), you must submit a copy of your current practising certificate.