



Tertiary Qualification Instructions

- 1/ Take your original education certificates to a Campus of your education provider.
- 2/ The document needs to be signed by an Authorised Officer of the education provider. This is normally done in the Student Administration/Student Services Centre.
- 3/ Request a staff member to stamp the back of the document with the relevant education provider's stamp, and sign.

NB We must place the authentication/Apostille against and original signature. We accept copies of degrees/diplomas/transcripts only if they have been signed as original copies by an Authorised Officer acting as an Authorised Officer. If they have been signed by someone acting as a Justice of the Peace, regardless of if the JP works as the institution, we cannot accept the document.

- 4/ Return the document to DFAT for authentication or the placement of an Apostille.

Lodgement

Front counter located at:
Level 4,
295 Ann Street,
Brisbane.

By Mail addressed to:
Consular Section
GPO Box 879,
Brisbane QLD 4001

Notarial Services take 24 hours (1 working day) to be processed regardless of lodgement method.