

1. Purpose

The purpose of this policy is to ensure that all certified documents submitted to Mars Institute meet the requirements of accuracy, authenticity, and integrity, particularly when they are used for admission, enrolment, credit transfer, or recognition of prior learning (RPL). This supports compliance with the Standards for Registered Training Organisations 2025 (SRTOs 2025) requirements relating to data integrity, enrolment evidence, and fair and transparent practices.

2. Scope and Responsibilities

This policy applies to all individuals submitting documents to Mars Institute, including prospective and current students, and to Mars Institute staff responsible for receiving, reviewing, and storing certified documentation.

- Students are responsible for ensuring documents submitted are properly certified and legible
- Mars Institute staff must verify the authenticity of submitted documentation, in accordance with this policy
- Authorised officers may be required to refuse, request re-certification, or escalate where fraud or forgery is suspected.

3. Definition

A certified copy is a photocopy of an original document that has been verified as a true and unaltered copy by a person authorised to certify documents under applicable Australian regulations, or, in the case of overseas documents, by a person or agency recognised by the law of the country in which the overseas student currently resides. The certifier must include their full name, signature, date of certification, and official position or registration number

4. Document Certification Requirements

To support admission, visa applications, or other official student processes, students may be required to submit certified copies of original documents. Certification confirms that the copy is a true and accurate reproduction of the original.

The following are documents that must be certified before they can be accepted for formal offers and issuance of CoEs:

- Passport (bio-data page)
- Academic transcripts and qualification certificates
- English language tests (IELTS, PTE, TOEFL, etc.)

4.1 When Certification is Required

Certified copies of documents are required when:

- Original documents cannot be verified in person
- Supporting documentation is submitted digitally (e.g. via email or the student portal)
- Documents are required for formal processes, including:
 - Enrolment and admission

Certifying Documents

- Credit transfer or Recognition of Prior Learning (RPL)
- Confirmation of identity
- Evidence submission under appeals or complaints

4.2 Submitting Certified Copies

Certified copies must meet the following conditions:

- Clear, legible, and uncropped
- Fully visible stamps and signatures
- Submitted via:
 - Mars Institute admissions email
 - Mars Institute's online portal
 - In-person at the front desk

5. Authorised Persons

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document "I have sighted the original document and certify this to be a true copy of the original", sign each statement and provide their designation, for example "Pharmacist".

While education agents may assist in collecting documentation, Mars Institute requires that formal certification of documents be completed by persons or agencies authorised under applicable Australian law, or by a person or agency recognised under the law of the country in which the overseas student resides (e.g. police, public notary). The following individuals are authorised persons:

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| <ul style="list-style-type: none">• a justice of the peace or a bail justice• a public notary• an Australian lawyer (within the meaning of the Legal Profession Act 2004)• a clerk to an Australian lawyer• the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or• the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court• the registrar of probates and the assistant registrar of probates• the associate to a judge of the Supreme Court or of the County Court• the secretary of a master of the Supreme Court or of the County Court | <ul style="list-style-type: none">• a councillor of a municipality• a senior officer of a council as defined in the Local Government Act 1989• a registered medical practitioner within the meaning of the Medical Practice Act 1994• a registered dentist within the meaning of the Dental Practice Act 1999• a veterinary practitioner• a pharmacist• a principal in the (State) teaching service• the manager of a bank• a member of the Institute of Chartered Accountants in Australia or CPA or the• National Institute of Accountants• the secretary of a building society• a minister of religion authorised to celebrate marriages (not a civil celebrant) |
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| <ul style="list-style-type: none"> • a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth • a member of the police force • the sheriff or deputy sheriff • a member or a former member of either House of the Parliament of Victoria • a member or a former member of either House of the Parliament of the Commonwealth | <ul style="list-style-type: none"> • a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification • a fellow of the Institute of Legal Executives (Victoria). |
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6. Migration Agents Registration Authority (MARA), Australia Agents

Under the Migration Regulations 1994 (as amended on 1 October 2006), registered migration agents, whether based in Australia or overseas, are authorised to certify copies of original documents submitted for visa applications. MARA agents may only certify if their registration is current, not suspended, and not subject to any active caution issued by the relevant regulatory authority.

7. Conditions for Mars Institute Staff Certification

Mars Institute staff can only certify original document once the original document has been sighted. These certified documents will only be valid for Mars Institute's admission or any other student life cycle event or Mars Institute staff and contractors, including Trainer/Assessors.

8. Authorised Certifiers Outside Australia

If certifying documents overseas, students must use a person or agency recognised under the law of the country in which they reside. Examples of these would be a public notary, lawyer, police officer, or equivalent.

Note: If documents are in a language other than English, certified translations must also be provided, prepared by an authorised translator under local law.

The following sites provide more information about document certification:

- [Justice and Community Safety: Find a Document Signing Station](#)
- [Office of the Migration Agents Registration Authority Practice Guide for Registered Migration Agents: Certifying Documents](#)
- [Department of Home Affairs: Certified Copy](#)