

Authentication of your Macquarie University graduation documents

by the Department of Foreign Affairs and Trade (DFAT)

Important: Please view information about the Authentication and Apostille process on the Department of Foreign Affairs and Trade website: <http://www.smartraveller.gov.au/services/legalising-documents.html>.

This two-step process involves having your original Macquarie University documents signed by an authorised person at the University. These authenticated documents will then need to be given to the Department of Foreign Affairs and Trade (DFAT) along with your cover letter to have an additional seal applied.

STUDENTS COMING TO MACQUARIE UNIVERSITY WITH THEIR DOCUMENTS

Please visit Service Connect between 9.00am - 5.00pm with your **original** documents. If you wish to have a friend or relative act on your behalf, they will need to bring a signed letter of authorisation and a copy of your Photo ID requesting your documents to be authenticated by an authorised officer. You may either visit DFAT in person or nominate for us to mail your authenticated documents. Please indicate your preference on the form below.

> If you have not collected your graduation documents and will not attend your graduation ceremony, please submit an enquiry via the Service Connect Portal specifying the documents you need (Transcript/Testamur/AHEGS) authenticated. By opting to receive your documents, you forfeit a spot at a future graduation ceremony. Please contact the Graduation Team for further information about this.

> If you already have your graduation documents, you will need to bring your original documents along with this form directly to:

Service Connect
Ground Floor
18 Wally's Walk
Macquarie University NSW 2109
AUSTRALIA

Please include this completed Authentication Cover Letter with your request to advise us:

- > That you require an authentication for DFAT;
- > Your current contact details including phone, mailing and email addresses;
- > What you need us to do after your documents have been signed by the University. For example:
 - If you need the documents to be sent to DFAT by the University: please include the contact details of the DFAT Officer, the completed Document legalisation request form and, an express post or registered post envelope.
 - If you need to have your documents returned to you.

If requested, we will then post the documents to DFAT. Please note that the DFAT process involves payment so please complete and return the Document legalisation request form. Alternatively, you could arrange for a friend or relative to collect the signed testamur/transcript from the University and to take it to DFAT on your behalf.

1 . MACQUARIE STUDENT DETAILS

Student number	<input type="text"/>	Date of birth	<input type="text"/>		
Family name	<input type="text"/>	Other names	<input type="text"/>		
<input type="checkbox"/>	Degree/Diploma	<input type="checkbox"/>	Academic transcript	<input type="checkbox"/>	AHEGS
<input type="radio"/>	I will graduate in absentia and I forfeit a spot at a future graduation ceremony				
<input type="radio"/>	I have enclosed my graduation documents				

2 CONTACT DETAILS

Street address	<input type="text"/>		
Suburb	<input type="text"/>		
State/Province	<input type="text"/>		
Country	<input type="text"/>		
Postal/Zip code	<input type="text"/>	Phone number:	<input type="text"/>
Email	<input type="text"/>		

3. AUTHENTICATION OPTIONS

- Authentication by Macquarie Staff only
- Authentication by Macquarie University Staff **and** posted to the Department of Foreign Affairs and Trade(DFAT) for formal authentication and seal.
Please submit with the [Document legalisation request form \(PDF 2,496KB\)](#)

Return this form to:

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