

# 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.smarttraveller.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.

## FOR STUDENTS COMING TO MACQUARIE UNIVERSITY WITH THEIR DOCUMENTS

Please visit Student Connect between 8.30-5.30 with your original documents, to make an appointment call 9850 6410. 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 will then need to visit DFAT for the apostille.

## FOR STUDENTS WHO ARE NOT ABLE TO COME TO MACQUARIE UNIVERSITY

- > If you are graduating at an upcoming graduation ceremony please update your attendance for the ceremony as 'COLLECT' and return the Authentication Cover Letter on page 2 to the Graduation Team by the RSVP deadline. Please contact the Graduation Team for further information.
- > If you already have your graduation documents you will need to organise for your original documents along with your cover letter to be couriered/posted directly to:

Student Connect  
MUSE, Level 2, Building C7A  
Macquarie University NSW, 2109  
AUSTRALIA

### **Please include the 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, please include the contact details of the DFAT Officer and the completed Document legalisation request form.
  - 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, 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 your behalf.

For more information visit our website: <http://www.graduation.mq.edu.au> or visit: [www.ask.mq.edu.au](http://www.ask.mq.edu.au)

## AUTHENTICATION COVER LETTER

### 1. MACQUARIE STUDENT DETAILS

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For student unable to come to Macquarie University

Student number	<input type="text"/>	Date of birth	<input type="text"/>
Family name	<input type="text"/>	Other names	<input type="text"/>

Documents you would like authenticated (please tick relevant box(es))

<input type="checkbox"/> Degree/Diploma	<input type="checkbox"/> Academic transcript	<input type="checkbox"/> AHEGS
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I will graduate at an upcoming graduation ceremony

I have enclosed my graduation documents

### 2. CONTACT DETAILS

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Street	<input type="text"/>		
Suburb	<input type="text"/>		
State/Province	<input type="text"/>		
Country	<input type="text"/>	Post code/ZIP	<input type="text"/>
Email	<input type="text"/>	Phone	<input type="text"/>

### 3. AUTHENTICATION OPTIONS

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Authentication by Macquarie University 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 \(PDF 2,496KB\)](#)

Please return this form to:

**Student Connect**  
**MUSE, Level 2, Building C7A**  
**Macquarie University, NSW, 2109**  
**AUSTRALIA**

For more information visit our website: <http://www.graduation.mq.edu.au> or visit: [www.ask.mq.edu.au](http://www.ask.mq.edu.au)