



# GEMSAS Academic Document Submission Requirements

## *Important information for all applicants*

Please supply **only** those documents that have been specifically requested. You will be advised via email if further documents are required during the application process.

If there has been no change to your education history and you applied through GEMSAS **within the last two years** you do not need to provide GEMSAS with your academic documents again. You will be sent a courtesy email advising when we have transferred your previous documents (by end of June) and/or contacted should GEMSAS require any further documentation.

It is **imperative** that your documents meet the required standard for your application to be processed in a timely manner. Please read the information below and tick the declaration to acknowledge that you understand what you need to provide to GEMSAS.

If you believe your documentation will not meet the required standard or format outlined below, or are having technical difficulties with submission, contact [GEMSAS-academic@vtac.edu.au](mailto:GEMSAS-academic@vtac.edu.au) for further guidance. All documentation should be submitted by the deadline as stated in your application. Your documentation will still be processed after the deadline, provided it was received beforehand.

## *Document Requirements*

- GEMSAS accepts institution-issued secure and digitally certified PDF documents **or** colour scans of official hard copy documents. These can both be uploaded in your application's upload portal.  
**Exception:** For qualifications from [Australian and New Zealand institutions participating in My eEquals](#), scans of official hard copy documents are only acceptable for particular institutions and years of study. Please check whether a hard copy is acceptable before uploading to your application portal. If in doubt, please provide a secure and digitally certified PDF from My eEquals.
- If supplying a digital document, PDF files must be secured and digitally certified by either your institution or an authorised third-party provider (My eEquals, Student Clearing House, etc.). Most digitally certified documents show a blue certification banner at the top of the document when viewed in an Adobe program.
- Non-secure documents which have a verification method within the document itself (such as website or QR code) can also be uploaded unless the method is time sensitive. Any verification methods which are time sensitive (have an expiry) should be instead provided via email to [GEMSAS-academic@vtac.edu.au](mailto:GEMSAS-academic@vtac.edu.au).
- Whether security features on a PDF meet GEMSAS requirements is at the discretion of GEMSAS Assessment. Documents which do not meet our security requirements may be rejected or conditionally accepted.
- If you are unable to download a secure PDF document but have access to a digital transcript



delivery service through your institution (preferred), or your institution wishes to email a document to GEMSAS directly, the [GEMSAS-academic@vtac.edu.au](mailto:GEMSAS-academic@vtac.edu.au) email address can be used for submission. See the *Instructions for Submitting Documents Direct from an Institution* section of the Documentation web page for further information.

- Screenshots, student portal versions of results, black and white copies, certified copies, unofficial results and Australian Higher Education Graduation Statements (AHEGS) **will not be accepted**.
- If you **do not have access** to any of the acceptable document formats, you are able to upload what you can obtain in the portal and tick the relevant declaration that the document is unofficial, an unsecured digital file or not original. These documents may be conditionally accepted at the discretion of GEMSAS Assessment. If a document is conditionally accepted for your GEMSAS application, this means any offer you receive may be conditional upon the institution viewing the original of this document prior to enrolment.
- If a qualification's completion status or Honours Classification is not listed on your transcript, you must provide your official testamur which shows this information.
- There are specific instructions for scanning **hard copy** documents, documents which are **not in English**, qualifications from **Australian** and **New Zealand** institutions participating in My eEquals, and for qualifications from **China** or **India** – see each of the relevant sections below.

### **Scanning hard copy documents**

- Upload a **high-quality, colour** scan of the **original** transcript and/or completion certificate. Scans must be oriented correctly and fully legible, including any notes, codes, logos and legends.
- PDF format is preferred however JPEG files are permitted. Word documents (.doc, .docs, .docx, .rtf) and other image files are not accepted.
- Phone applications can be used to scan your documents (e.g. Cam Scanner, Adobe Scan) but askew or poorly focused scans will not be accepted. Ensure that the entire document is scanned edge to edge but with no external surroundings or background visible.
- Ensure **all unique** pages are included. Any generic grading or institutional information appearing on the reverse side of every page should only be scanned once and added to the end of the file.
- Each required qualification's documents should be scanned separately (not combined into one file) *unless* you have multiple qualifications listed on a single transcript. In this scenario, only one scan is required, and you should select the most recent qualification at upload.
- Conversely, if you have multiple hard copy transcripts or mark sheets for a **single** qualification, these should be combined into one file prior to upload. If you are using CamScanner, you will find the multiple pages function on the bottom right of the screen.



## ***Documents not in English***

- For any documents which are not in English, both an acceptable document in the original language, and a NAATI translation in English, must be supplied. **There are two submission methods depending on the format of your NAATI translation (see below).** *Please note: extract translations are not accepted; full translations are required.*
- Scans of hard copy original NAATI translations (featuring hand-signed stamps) should be uploaded via your upload portal. If your translation is a digital PDF which contains either a digitally inserted image of a NAATI stamp or a new QR code NAATI stamp, it can only be accepted via direct email from the translator.
  - Translators should use the email address they have publicly listed with NAATI to email your translation document directly to [GEMSAS-academic@vtac.edu.au](mailto:GEMSAS-academic@vtac.edu.au)
  - They must include your full name in the subject and/or body of the email and attach the document. Images inserted into the body of an email will not be accepted.

## ***Previous study in China***

### **Required in both English and Chinese:**

- Original Transcript and Original Degree Certificate that is “Awarded according to the Regulations Concerning Academic Degrees in the People’s Republic of China (中华人民共和国学位条例)”
- If you have completed a Masters degree, we will need official documentation (either degree certificate or graduation certificate) that shows you have completed/defended your thesis, in addition to the above.
  - \*English translations must be either issued by your school or NAATI Translations.

## ***Previous study in India***

- Unconsolidated Marksheets including any backlogs. Marksheets must be issued by the awarding university NOT the college.
- Official finalised completion certificate (not provisional) as issued by the awarding university (in addition to the marksheets/transcripts)

## ***Qualifications from Australian and New Zealand institutions participating in My eEquals***

- My eEquals documents are a method by which applicants can acquire secure digital copies of their results from participating **Australian** and **New Zealand** institutions.
- All universities in Australia and New Zealand are part of My eEquals.
- Whether GEMSAS will accept hard copy documents for studies at My eEquals institutions varies by institution as follows:



**Group A:** Hard copy documents **never** accepted. Only digitally secured My eQuals documents accepted, regardless of year of study.

Group A Institutions	Hard copy accepted?
Auckland University of Technology (NZ)	Never
Bond University	Never
Central Queensland University	Never
Charles Darwin University	Never
Deakin University	Never
Edith Cowan University	Never
Federation University	Never
Griffith University	Never
James Cook University	Never
La Trobe University	Never
Macquarie University	Never
Massey University (NZ)	Never
Queensland University of Technology	Never
Torrens University	Never
University of Melbourne	Never
University of South Australia	Never
University of Technology Sydney	Never
University of the Sunshine Coast	Never
University of Waikato (NZ)	Never
University of Western Australia	Never
Victoria University	Never
Western Sydney University	Never

**Group B:** Hard copy documents acceptable for **study up to the cut-off year**. If study is after cut-off year, only digitally secured My eQuals documents are accepted.

Group B Institutions	Hard copy accepted for study up to:	For study from this year onwards, only My Equals accepted:
Australian Catholic University	< 2017	2018 >
Curtin University	< 1999	2000 >
Lincoln University (NZ)	< 2014	2015 >
University of Canberra	< 2017	2018 >
University of New South Wales	< 2017	2018 >
University of Otago (NZ)	< 1976	1977 >
University of Southern Queensland	< 1991	1992 >



**Group C:** Hard copy documents or digitally secured My eQuals documents accepted, regardless of year of study.

Group C Institutions	Hard copy accepted?
Australian National University	Always
Avondale University	Always
Canberra Institute of Technology	Always
Charles Sturt University	Always
College of Law	Always
Flinders University	Always
Monash University	Always
Murdoch University	Always
RMIT University	Always
Southern Cross University	Always
Swinburne University of Technology	Always
University of Adelaide	Always
University of Auckland (NZ)	Always
University of Canterbury (NZ)	Always
University of Newcastle	Always
University of Notre Dame	Always
University of Queensland	Always
University of Sydney	Always
University of Tasmania	Always
University of Wollongong	Always
Victoria University of Wellington (NZ)	Always