



GEMSAS Overseas Qualification Assessments Process

Overseas Academic Document Submission

If you have studied overseas (including exchange studies), you will need to provide your official academic transcript and diploma supplement (if applicable) for this study. GEMSAS does not accept hard copy documentation from applicants. Rather, applicants are required to upload their academic documents via the GEMSAS application portal.

Document Upload Process

During the GEMSAS application process, you will be prompted to enter your study history. If you need to provide academic documents for any of these study claims, you will be advised during the application and again after submitting and paying your application fee.

Once you submit and pay for your application, navigate to the “Documentation” page of the application portal. Read the “Academic Document Submission Requirements” and ensure your documents are acceptable. Your study claims will be listed on this page, with the option to upload files against specific individual claims.

After you have uploaded your documents, they will be reviewed by GEMSAS to make sure all documentation requirements are met; unsuitable documents will be rejected. You can view the status of your documents in the application portal, along with any notes about why a document was rejected, or only conditionally accepted.

Documentation requirements for overseas qualifications

To be used in your application, academic documents must meet all GEMSAS documentation requirements. For full details of what is acceptable, check the information on the “Documentation” page of the GEMSAS portal.

The submission of non-compliant documentation may cause delays in the processing of your application.

Academic documents must be official. They may take the form of:

- **colour scans** of official hard copy documents, or
- institution-issued **secure PDF** documents.

Results must be finalised; provisional or projected results are not acceptable.

If you upload scans, they must be an image of the original hard copy document. Scans of copies, including certified copies, or of printouts of online results statements, are not acceptable. Scans must be in colour, with all information fully legible, including any fine print. If your academic documents have information on both sides, even if it is generic information, you must scan and upload both sides. Documents scanned must be official; they should have the security features typically seen on official academic documents issued by universities (be printed on security paper, have original signatures or stamps, watermarks, etc).

If you upload digital secure PDF results, GEMSAS must be able to confirm that the document is secure. By this, we mean that the document should have an intact digital signature. For example, certified documents viewed in Adobe Acrobat Reader have a blue ribbon above the document stating: “Certified by the issuing education provider... all signatures are valid”. If there is any evidence that the document has been altered since it was issued, it may not be accepted.

Whether security features on a PDF meet GEMSAS requirements is at the discretion of GEMSAS. Documents which do not meet security requirements may be either rejected or only conditionally accepted.

Applicants who have studied at a New Zealand institution can use the My eEquals portal to download a secure PDF, ensuring it is digitally signed by the institution and has the required security features including the certificate key or blue banner verification. GEMSAS will not accept links to downloads via My eEquals.

Electronic transcript delivery

If you do not have access to hard copy documents or a secure PDF but do have access to a digital transcript delivery service through your institution (preferred), or your institution wishes to email a document directly to GEMSAS, see the “Instructions for Submitting Documents Direct from an Institution” section of the “Documentation” page in the GEMSAS application portal.

Completed qualifications

If you have completed a qualification, you will need to submit evidence of course completion. This may take the form of a graduation certificate, testamur, or diploma. You may also provide an academic transcript that clearly states the course has been completed and shows the date of completion/graduation. It is not sufficient to show that you have passed your final examinations, submitted your thesis, or completed the amount of study required to graduate.

Documents issued in languages other than English

Any qualification undertaken in a language other than English must be documented by the original transcript and accompanied by an original official English translation (from a [NAATI translator](#)). Scans of **original hard copy** translations (featuring the translator's original stamp and signature on every page) can be uploaded in the GEMSAS application portal. Please see the “Academic Document Submission Requirements” for instructions on supplying digital translation documents (which feature a digitally inserted stamp or QR code).

Subject Chronology

The order in which your subjects were taken may be relevant to your GEMSAS GPA calculation. As such, if the chronology of your overseas studies is unclear on your transcript, GEMSAS may contact you to provide additional information about the dates of your study.

China, India & Philippines: additional qualification documentation requirements

If you have studied in **India**, **China**, or the **Philippines**, please read the relevant section below for more detailed information about the documents that you will need to provide. Please note that the standard online document submission requirements outlined in the previous section also apply.

If you are unable to provide the documents as described below, please email GEMSAS-academic@vtac.edu.au for further guidance.

India: GEMSAS will require a copy of all your unconsolidated mark sheets (including any with backlogged results, if applicable). Mark sheets must be issued by the awarding university, **not** the college.

When providing evidence of degree completion, please provide your official completion certificate (i.e. not a provisional completion certificate). Evidence of completion must be issued by the awarding university, **not** the college.

China: GEMSAS will require original transcripts in both English and Chinese language. If you have completed a degree, you should provide your original Bachelor degree completion certificates in both the English and

Chinese language. These certificates must confirm that the degree 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 Master degree, you will need to provide original documentation (either official degree certificate or graduation certificate) in both English and Chinese language that shows you completed/defended your thesis. Please note that this is in addition to the above documents.

Philippines: If you have passed the Professional Regulation Commission's Licensure Examinations in the professional field in which you studied, please provide your certificate. GEMSAS does not require applicants to have/supply this document, but please provide it if you have it. You should also provide your official academic transcript and evidence of degree completion (if applicable).

Level Comparison and Grade Conversion

After applicants submit their overseas academic documents to GEMSAS, assessors will then determine the comparable [Australian Qualifications Framework](#) (AQF) level of the study and, where necessary, convert the overseas grades to the Australian 7.0-point grade scale.

Once overseas grades have been converted to the Australian 7.0-point system, GPAs are calculated according to standard GEMSAS GPA methodologies, including institution-specific rules about use of postgraduate study and results achieved in 2020.

Qualification assessment

GEMSAS assessors will review overseas academic documents and determine the comparable level of the qualification under the AQF. Often, this means confirming that a Bachelor degree studied overseas is comparable in educational level to a Bachelor degree completed in Australia. However, GEMSAS will also assess other types of post-secondary overseas qualifications, such as postgraduate studies and exchange programs.

For all overseas assessments GEMSAS uses the Australian government’s [Department of Education](#) (previously known as NOOSR/AEI NOOSR) guidelines for comparability. Where GEMSAS is unable to determine the comparable level of a qualification using these guidelines, we will refer to the [UK ENIC](#) (previously known as UK NARIC) framework. If the comparable qualification level still cannot be determined, the assessment is passed to the institutions to which the applicant has applied.

Grade Conversion

GEMSAS uses the Australian 7.0-point grade scale to calculate GPAs. Where applicants have studied overseas under different grading systems, GEMSAS will take the results reported on their overseas university transcripts and use the institution grading information provided on the transcript to convert these results to a 7.0-point grade scale. To do this, we consider the minimum result required to pass and the maximum achievable result. GEMSAS will generally use the numerical result where a transcript shows both a numerical result and a letter grade.

Conversion Methods

The exact conversion method varies based on the types of results reported on the overseas transcript. The different methods are as follows, listed here in order of precedence:

1. Where the maximum achievable numerical result is 8 or greater, these results will be considered as numerical marks and converted to an equivalent mark out of 100 with a 50% pass mark before being converted to a grade out of 7 using the [Grading System Conversion Table](#).

2. Where the maximum numerical result is less than 8 we will consider the results to be grades, and the results reported will be directly converted to a grade out of 7.
3. For qualifications where the result obtained is associated with a percentage range (e.g. a Grade of A = 85–100, B = 70–84) with no exact value specified, a mid-percentage point is used. In the above example, all grades of A will be awarded a mid-percentage of 92.5, as this is the mid-point between 85 and 100. This figure will then be adjusted proportionate to a 50% pass mark where required and converted to a grade out of 7 using the [Grading System Conversion Table](#).
4. For qualifications that use only letter grades with no associated numerical values, European Credit Transfer System (ECTS) grades (where results are recorded using only A–F letter grades), or descriptive results (e.g. Pass, Good, Very Good, Excellent), a grade value will be assigned based on the range of achievable results and then converted as per the methodologies above. For example, ECTS grades will convert as: A = a grade of 7, B = 6, and so on to a minimum passing grade of E = 3.

Where results are recorded in a range of formats, the methodology and hierarchy listed above will be used.

If there is no information on a transcript regarding the grading scale, GEMSAS assessors may check the grading system on the institution's official website, or use guidelines provided by the [Department of Education](#) or [UK ENIC](#). In some cases, we may request further evidence from applicants that confirms the grading system used by their institution. Please note that grade conversions are determined based on the pass mark and maximum achievable mark; we cannot consider grading policies, boundaries, distributions, or overall degree classifications.

If you know the minimum and maximum result used by your overseas institution you can use the [GPA Calculator](#) on the GEMSAS website to estimate your GPA; use the above information to determine which options to select in the calculator.

[Qualifications from New Zealand](#)

Applicants who have studied in New Zealand and do not have percentage marks reported on their transcript will not have their marks out of 9.0 converted to a percentage and then to a 7.0-point GPA. Instead, their results will be converted to a 7.0-point grade scale using Column H of the [Grading System Conversion Table](#). Where percentage results out of 100 are shown on the transcript, GPA values will be assigned as per Column A of the [Grading System Conversion Table](#).

Example Conversions:

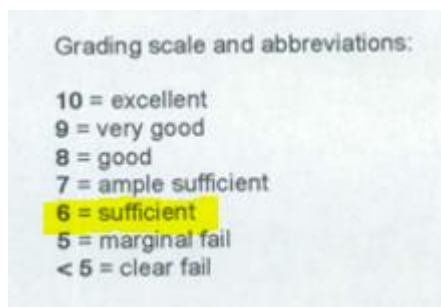
Example Conversion #1:

A transcript shows the following results:

Mathematics 101: 7.5/10

Chemistry 101: 8/10

The scale in use is a 1–10 scale where 6 is the minimum passing result. Only one system is shown.



As these are numerical results on 1–10 scale (i.e. the maximum result is > 8) we consider these to be marks and would use the first method listed above. We begin by adjusting these marks to a 1–100 scale where the passing mark is 50%:

Mathematics 101 (7.5/10) is converted to: $50 + 50 \left(\frac{7.5 - 6}{10 - 6} \right) = 68.75$

Chemistry 101 (8/10) is converted to: $50 + 50 \left(\frac{8 - 6}{10 - 6} \right) = 75$

We would then convert these adjusted marks to the Australian 7.0-point scale via Column A of the [Grading System Conversion Table](#):

Mathematics 101 (68.75) is converted to **5.5**

Chemistry 101 (75) is converted to **6.5**

Example Conversion #2:

A transcript shows the following results:

Biology 101: A

Physics 101: B+

On the back of the transcript there is a grade key table that gives the following information about the numerical values associated with these letter grades:

Grade	Grade Point Value	% Range
A+	4	95–100
A	4	90–94
A-	3.7	85–89
B+	3.3	80–84
B	3	75–79
B-	2.7	70–74
C+	2.3	67–69
C	2	64–66
C-	1.7	60–63
D+	1.3	55–59
D	1	50–54
F	0	0–49

Both exact numerical values and percentage range are available. According to the hierarchy listed above, if there was an exact percentage mark given on the 1–100 scale (i.e. maximum grade is > 8), we would use that. However, this is not the case; what we have is a choice between grades (numerical values where the maximum result is < 8) ('Grade Point Value' column) and a percentage range.

Out of these two methods, we would use the values in the 'Grade Point Value' column (4 and 3.3 for A and B+ respectively), as this is second in the hierarchy (before the percentage range method). This means we convert the grades directly to the Australian 7.0-point scale using the passing grade (1) and the maximum grade (4):

Therefore:

Biology 101 = $4+3((4-1)/(4-1))$ = converted grade of **7.0**

Physics 101: $4+3((3.3-1)/(4-1))$ = converted grade of **6.3**

Overseas Qualification Assessment: FAQs

Academic Documents and Overseas Assessment

How does GEMSAS calculate the duration of my overseas qualification?

To assist with GPA calculation, GEMSAS will calculate the full-time equivalent (FTE) of overseas study undertaken (for both complete and incomplete qualifications). This lets us determine how much study has been undertaken in terms of years of full-time study (not to be confused with calendar years).

Sometimes the duration of a program of study is noted on the qualification documents. Where it is not stated, GEMSAS will calculate the FTE of an overseas qualification, considering factors such as the completion status of the qualification, the standard length of the qualification (in academic years/semesters), the number of credits required for completion, and whether credit has been received from earlier study.

Determining the FTE of applicants' study claims is important for GPA calculations, as many GEMSAS institutions will calculate a GPA based on the most recent three years of eligible study (i.e. the most recent 3.0 FTE).

I studied towards a degree overseas but did not finish the qualification. Do I still need to declare it on my application and provide documents for this study?

Yes. When you apply to GEMSAS you are required to declare and provide evidence of your **entire** post-secondary education history, including any study undertaken overseas. This rule applies even if you did not finish your course, or have the unfinished study credited towards another qualification.

My overseas university degree isn't referred to as a 'Bachelor degree' on my qualification documents. Will this cause any problems for my application?

No. GEMSAS assessors are aware that the names of degree programs can vary from country to country. Where your degree is comparable to an Australian Bachelor degree in level, it does not matter if it has a different name.

Should I provide a scan of my hard copy transcript or a secure digital results document?

Both options are an acceptable way to provide evidence of your overseas study. However, the **most important thing** is that the document that you provide meets GEMSAS documentation requirements. Check the "Academic Document Submission Requirements" in the GEMSAS application portal if you need guidance about what is acceptable.

For example, if you have access to both a digital results document and a hard copy transcript, but you are uncertain if the digital document has appropriate security features, it may be better to provide a colour scan of your official hard copy document.

My overseas transcript does not show the credit weighting for the subjects I have undertaken. How will my GPA be calculated?

Where the credit weightings of individual subjects are not shown in applicants' results, GEMSAS will attempt to source this information from elsewhere on the transcript or from other official supplementary information provided, if appropriate.

In cases where no credit weightings are shown on the transcript, and no further information is provided regarding subject weighting, the GPA will be calculated assuming all subjects are equally weighted.

Grade Conversion and GPA Calculation:

How will results from my overseas study be converted to an Australian comparable scale?

It all depends on the format in which your results are displayed on your official academic transcript. GEMSAS will use the most applicable of the methods listed below in order of precedence (GEMSAS will use the first method where possible, then move down the list as necessary):

If you have numerical marks (with a maximum achievable mark of 8 or higher), your results will first be adjusted to a percentage value with a 50% passing mark and then converted to 7.0-point scale grade values via the [Grading System Conversion Table](#).

If you have numerical grades (where the maximum achievable result is less than 8), your results will be converted directly to a 7.0-point scale by considering this maximum grade and the minimum passing grade.

If you have a percentage range (i.e. a B grade where B = 75–79%) rather than an exact percentage mark, the mid-point percentage value (77) will be determined, adjusted proportionate to a 50% pass mark if required, and then converted to a grade value via the [Grading System Conversion Table](#).

If your results are letter or descriptive results with no associated numerical values (e.g. Pass / Good / Very Good / Excellent, or ECTS grades), grade values will be assigned based on the range of achievable results and then converted to a 7.0-point scale where 4 is the passing mark as described above.

Further details and examples are provided in the Grade Conversion sections above.

I want to use the GEMSAS GPA calculator to estimate my GPA; which option do I select in the “What do these results represent” drop down?

First check whether you have results reported in numerical form. If yes, look at the highest result that you can receive under your grading system. If it is 8 or higher, select “Percentage/Marks”. If it is less than 8, select “GPA”.

If your results are reported in letter form, check whether you have a guide to what these letters represent.

If the letters represent exact numerical grades (e.g. B+ = 3), proceed as above, selecting “GPA”. When entering your subject results into the calculator, use the grade value associated with the letter rather than inputting the letter itself.

If the letter grades represent a percentage range (e.g. B+ = 75–79%), you will need to use the mid-point of the percentage range, so select “Letter Grades”, and enter the minimum and maximum marks into the relevant fields. When entering your subject results, input the mid-point of the percentage range associated with the letter grade (e.g. for a subject in which you achieved a B+, which is associated with a range of 75–79%, you should enter a mark of 77).

If you have descriptive results, letter grades that are not associated with a numerical value, or your institution uses an inverse grading system where lower values are associated with better academic performance (e.g. the best grade is 1 and the passing grade is 4) you will not be able to use the GEMSAS GPA calculator.

My overseas transcript records my results in multiple formats (e.g. % marks and letter grades); which method will GEMSAS use when converting my results?

There is a hierarchy that applies to conversion methods; it is shown in how the methods are listed above. Exact numerical marks (under systems where the maximum result is 8 or higher) will be used where available, followed by exact numerical grades (maximum result is below 8). If these are not available, then mid-point percentages will be used, followed by letter/descriptive grades. GEMSAS will follow this order, rather than choosing methods based on which conversion method gives the most favourable grade, etc.

How do I assign grade values to my percentage results using the Grading System Conversion Table?

First, consider the passing mark that applies to your results. The [Grading System Conversion Table](#) only applies to **percentage results on a 1–100 scale with a 50% pass mark**. If your university/school has a higher or lower pass mark or uses a scale where the maximum mark is > 100, you will need to convert your results before using the table. If your transcript reports results as grades, you will need to convert them to percentage marks before using the table.

If your marking system already uses a 50% pass mark on a 1–100 scale, you will not need to convert your results before assigning grade values using the table.

To use the table, find your percentage result in 'Column A'; the grade value is the corresponding value listed in the neighbouring 'Subject GPA' column.

For example, a mark of 76% has a grade value of 6.5.

For study undertaken overseas, you should **not** refer to Columns B through G as they relate to specific grades awarded by Australian institutions.

If you have studied in New Zealand and your transcript shows letter grades, you can convert your results via Column H of the table. Percentage results will be converted as described above, using Column A and the 'Subject GPA' column.

Exchange Study Documents

I completed an overseas exchange. What documents do I need to provide?

You will need to upload a colour scan of your official academic transcript or an institution-issued secure PDF for the exchange study, issued by the overseas institution at which you studied.

This document should show the subjects you undertook and the grades that you achieved during your exchange. It should have security features that confirm it was issued by the exchange institution. Security features include being printed on security paper, original signatures or stamps, watermarks, or blue banner (if digital), etc.

Scans of copies or photocopies, including certified copies, are not acceptable. Scans of print-outs, screenshots of electronic records, or scans of any documents that we can't confirm have been issued by the exchange institution are not acceptable.

If your exchange documents have been issued in a language other than English, you will need to provide a [NAATI](#) certified English translation to GEMSAS to accompany your scan of the original language document.

I completed an overseas exchange, but it is recorded on the transcript issued by my home institution (in Australia). Do I still need to provide a transcript from my exchange institution?

Yes. Even if the subjects and/or grades from your exchange are shown on your home transcript, GEMSAS will still require a transcript from your exchange institution.

As specified credit from exchange is uncommon, it is the results you received from your exchange institution, rather than the exemptions/ungraded passes on your home transcript, that are used for GPA purposes (except for UWA calculations; please refer to their section in the [Admissions Guide](#) for further details).

My exchange institution has not given me an official academic transcript for my exchange as I was not enrolled in a degree program. What should I provide?

If you have not been provided with an academic transcript, you should upload a scan of an original document issued by your exchange institution that confirms your participation in the exchange and lists the subjects undertaken and results achieved. It should contain security features (as described above) that make it clear that it was issued by the exchange institution.

If the only documents that you have from your exchange do not meet the above requirements, please email GEMSAS-academic@vtac.edu.au for further guidance. You may be required to organise for the exchange institution to email a document with details of your exchange directly to GEMSAS.

I went on an overseas study trip but the subject/s were administered and assessed by my Australian university/home institution. Does this count as an exchange?

Typically, no. We generally consider overseas study to be an exchange if it is clearly termed as such by your home institution (i.e. your transcript states "Health Sciences Exchange", etc), or if the subjects undertaken are administered, taught, and assessed by an overseas institution before eventually being credited to your degree studies.

Where a university organises an overseas study trip and is responsible for teaching and assessment, with the results appearing on the institution transcript with the institution's standard subject codes, this is usually not an exchange. Similarly, studying at an overseas campus of an Australian university does not constitute an exchange.

My home institution (in Australia) has the only copy of my exchange transcript of results. What should I do?

You will either need to get in contact with your home institution to have your original exchange transcript released to you or have your overseas exchange institution reissue your exchange results. Alternatively, you could arrange for the exchange institution to email a document with your results directly to GEMSAS. Please email GEMSAS-academic@vtac.edu.au for guidance if you have any further questions.

I have not yet completed an exchange semester but am planning to go on exchange later this year. I don't yet have any documents or results. What will I need to do?

If you have an exchange planned for later in the year, you should include it on your GEMSAS application. Even if you don't yet have any results, it is still important that we know when/where you are studying, especially if your application proceeds through to the later stages of the GEMSAS process.

I went on an overseas exchange and completed 4 subjects at my exchange institution. However, my home institution has only credited me with the equivalent of 3 subjects. How will this difference be reconciled when my GPA is calculated?

If you completed 4 subjects on exchange and were credited the equivalent of 3 subjects by your home institution, GEMSAS will incorporate the grades achieved for all 4 exchange subjects into your GPA. However, the weighting of these 4 subject results will be adjusted to be equivalent to 3 subjects, to correspond with what was credited by the home institution. The 4 subject results would constitute 0.375 FTE of the GPA year in which they fall; the equivalent of 3 standard subjects.

Similarly, if you undertook 3 subjects while on exchange and were subsequently credited the equivalent of 4 subjects by your home institution, we would adjust the weighting of your exchange subjects up so that the 3 subject results carry the weighting of 4 subjects for GPA purposes.

Essentially, exchange study results will be incorporated into your GPA in a way that is proportionate to the credit granted by your home institution for the study. If the subjects you completed on exchange were not all evenly weighted, this will also be factored into your GPA calculation.

Language/translation requirements:

How do I arrange for a NAATI accredited translation of my qualification documents?

Go to the NAATI website at <https://www.naati.com.au/>. On the main page you can select the 'Need a translator or interpreter?' option and follow the prompts to find a list of NAATI accredited translators. The site lists accredited translators both in Australia and overseas (where available).

Be sure to organise your translations sufficiently in advance of any GEMSAS documentation deadlines so that you can submit your documents in time.

My overseas qualification documents have been translated by an overseas and/or non-NAATI accredited translator. Do I need to provide a new translation?

Yes. Accreditation requirements for translators can vary significantly, and not all translations show the certification/credentials of the translator. To ensure the accuracy of the translations that we use for our assessments, GEMSAS requires that **all** translations be done by **NAATI** accredited translators (with the exception of translations included in the official academic transcript; see below).

My overseas qualification documents are issued in English by the institution at which I studied. Is this an acceptable translation?

Typically, yes. If the overseas institution at which you studied has issued your qualification documents in English, in a bilingual format (including English), or has issued your documents in multiple languages (i.e. one copy in English, the other in the language of instruction, etc), this should be acceptable for GEMSAS assessment purposes. Where documents are issued in English and another language, please upload both versions of documents to assist with our assessment.

However, please keep GEMSAS documentation requirements in mind when providing English language documentation issued by an overseas institution. If GEMSAS assessors can't clearly identify that the document is an official document issued directly from the institution, the documents may be considered unofficial and rejected.

My translator has sent me an electronic translation via email. Can I provide this to GEMSAS?

Yes; provided that a translation has been issued by a **NAATI** accredited translator, it should be accepted by GEMSAS. However, the method you use to provide your translation will vary depending on whether it is a hard copy scan or a digital document, so make sure to read GEMSAS requirements and use the correct method.

Scans of original hard copy translations (featuring the translator's original stamp and signature on every page) can be uploaded in the GEMSAS application portal. Please see the "Academic Document Submission Requirements" for instructions on supplying digital translation documents (which feature a digitally inserted stamp or QR code).