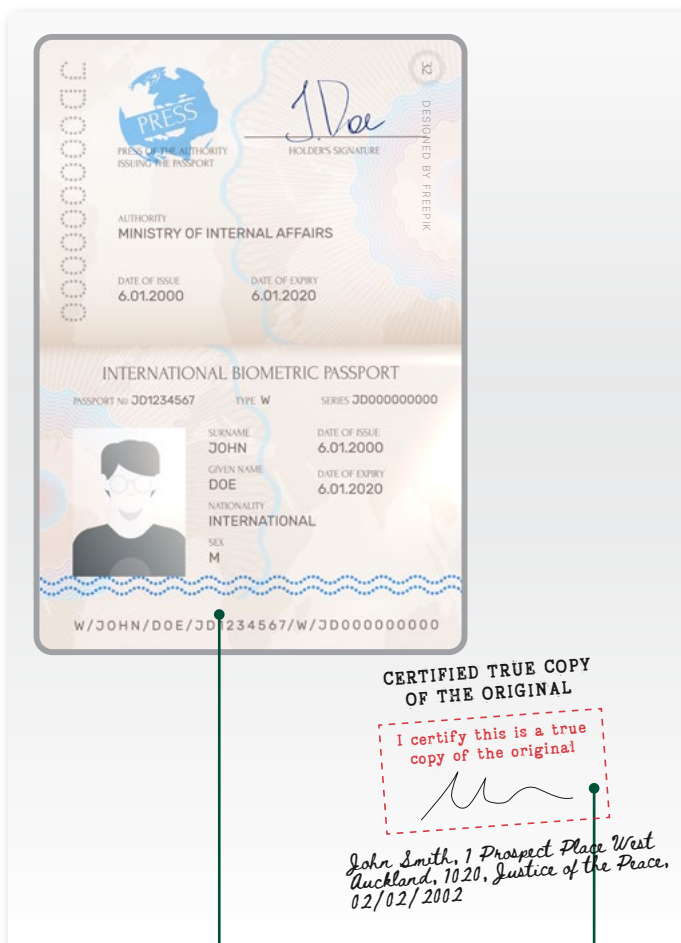




VICTORIA UNIVERSITY OF  
**WELLINGTON**  
TE HERENGA WAKA  
NEW ZEALAND

# CERTIFIED DOCUMENTS

## PROVIDING A CERTIFIED COPY



A photocopy of the document.

An example of an authorised person's stamp, certifying this as a true copy of the original document.

This can include the person's name, qualification, phone number, address of the authorised person, as well as the date of the authorisation.

Certifying a document means the document is being confirmed as a true copy of the original—this is signed and dated by a professional person.

Applicants who need to provide certified copies of their admission documents while overseas, can have their documents certified by the following authorities:

- The academic institution which awarded the qualification (for academic transcripts and degree certificates). This is only considered certified if the University receives the documentation directly from the issuing/awarding institution.
- Consular officials of a New Zealand **Embassy** or High Commission
- Government or municipal officials with the legal right to take official declarations
- Notary service with the legal right to take official declarations or with an official Apostille stamp
- An officer of the court with the legal right to take official declarations
- A Justice of the Peace with the legal right to take official declarations
- Contracted international education agencies. Find [an agent here](#).