Your UNSW record is protected. If you need someone else to obtain information or documents on your behalf, you must provide your authorisation.

Use this form to

- authorise the release of information relating to your student record to a third party, e.g. parent/guardian, relative or friend
- authorise a third party to apply for and collect documentation relating to your student record on your behalf, e.g. your academic transcript.

**How to apply**

**Current students**

Complete the online [Third-party Authorisation form](#), providing your personal and student details as well as the details of your nominated third party.

**Graduates and past students**

1. Complete the online [Third-party Authorisation form](#), providing your personal and student details as well as the details of your nominated third party.
2. Provide accepted valid identity documentation to certify your identity.

**What identity documents are required?**

When submitting a Third-party Authorisation form, you are required to upload a certified copy of one of the following forms of photo ID to prove your identity:

- a valid passport, or
- a current Australian driver’s licence, or
- a current UNSW Student ID Card – only applicable to students who graduated or were enrolled within the last 6 months.

Your request cannot be processed until:

- certified documentary evidence bearing the signature of a Justice of the Peace is provided, or
- if you are in China, your identity documents are certified by an authorised officer (see below), or
- you provide consent for UNSW to verify the validity of your documents using the DVS*. In this case, you are only required to submit a photocopy of your document

* The Document Verification Service (DVS) is managed by the Commonwealth Attorney-General’s Department. The DVS confirms that the details on an identity document such as a passport or driver’s licence match the record held by the government authority that issued it. More information about the DVS is available at [www.dvs.gov.au](http://www.dvs.gov.au).

**How is a document certified?**

The certifying officer must:
• write on the copy "This is a true copy of the original documents sighted by me."
• sign and print their name
• provide an address and a contact telephone number
• state their profession or occupation group
• write on the copy the date certified
• affix the official stamp or seal of the certifier’s organisation on the copy.

China: Information for graduates and past students in China

You need to have your identity documents certified by an authorised officer:

• **Official UNSW Offshore Representatives (Agents).**
• **International Development Program in China** – Find IDP offices in China by scrolling down to the heading **IDP in China.**
• **Notary Public Offices** in China.
• **An Australian embassy or consulate.**
• **The China Academic Degrees and Graduate Education Development Centre (CDGDC).**