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)**