UNSW has a small number of staff who are authorised to sign these documents. This includes: Mark CHHUY, Michelle CHHUY, Sarah JALLAD, and Jonathan LIM and Tom DELLAS.


If you have contacted DFAT and they have advised that you need to have your original testamur or transcripts signed by UNSW - please follow the steps below.

### FOR STUDENTS WHO ARE ABLE TO COME TO THE KENSINGTON CAMPUS WITH THEIR DOCUMENTS

**By appointment only.** Please call Student Central on **9385 8500** to arrange an appointment. You will need to bring your original testamur (degree certificate), academic transcripts or letter to the appointment. Your documents will then be verified, stamped and signed by an authorised officer so that you can submit them to DFAT.

If you are currently overseas or require a third party to act on your behalf, please contact Student Central or refer to the section below.

**UNSW Student Central is open:**
Mon, Tues, Thurs 8:30 am-5:30pm, Wed 10am-5:30pm, Fri 8:30-5pm

**Please note:** verifications are **not** available between 12pm-2pm daily.

### FOR STUDENTS WHO ARE NOT ABLE TO COME TO THE KENSINGTON CAMPUS

Please send your testamur (degree certificate) and/or academic transcripts to UNSW Student Central. Do not fold or bend the documents. We suggest that for students sending documents from overseas that a courier be used to ensure the documents are not lost in the mail.

Please include a letter with your request to advise us:
- That you require your documents signed for DFAT;
- Your current contact details including phone, mailing and email addresses;
- What you need us to do after your documents have been signed by UNSW. For example:
  - If you need the documents to be sent to DFAT please include the contact details of the DFAT Officer. We will send your documents by Express Post to the NSW State DFAT office in Sydney free of charge or to your local Australian mission via TNT couriers if you need the documents sent overseas. Your documents will be sent with a cover letter that will include your contact details.
  - If you need to have your documents returned to you – please provide your complete mailing address. Your documents will be mailed to you by either Express Post (within Australia) or TNT Courier for overseas addresses free of charge.
  - If you need to have your documents mailed to a third party – please provide the details.

**Address for regular mail:**
UNSW Student Central
UNSW AUSTRALIA
SYDNEY NSW 2052 AUSTRALIA

**Address for couriers:**
UNSW Student Central
Chancellery Building LG 17
Via Gate 8 High St, Kensington
UNSW AUSTRALIA
SYDNEY NSW 2052 AUSTRALIA

**Further Information:**
UNSW STUDENT CENTRAL
Tel: 02 9385 8500
Email: studentcentral@unsw.edu.au

*This Information is correct as at June 2016.*