



Attestation of Documentation by UOW

Instructions for the verification of University of Wollongong documents for the Australian Department of Foreign Affairs and Trade (DFAT)

Please follow the steps listed below if you require any documents, issued by the University of Wollongong, verified for the Commonwealth Department of Foreign Affairs and Trade:

Bring your documents to Student Central, Blg 17, Wollongong Campus

1. Bring your original testamur (degree certificate), transcript or other document issued by the University of Wollongong to:

Student Central
Ground Floor, Building 17
Wollongong Campus - *this service is only available at the Wollongong campus.*

Student Central is open Monday to Friday, 9.00am to 5.00pm. No appointment is necessary.

2. Inform the person at the desk that you wish to have your documents verified for the Department of Foreign Affairs and Trade. It is important that you tell us this information otherwise your documents may not be verified correctly (it will help if you show this instruction sheet to the person working behind the counter).
3. Your original documents will be taken to one of the officers who are authorised to verify documents for DFAT and your original documents will be stamped and signed.
Please note: it will be your original document that is verified, we cannot verify copies.
4. Your documents will be returned to you once they have been verified. This normally only takes a short time depending upon the availability of the staff members authorised to sign your documents.

If you prefer to make an Appointment:

If you wish to ensure that someone will be available to sign your documents you can make an appointment with any of the following people:

Ms Trang Nguyen	Team Leader, Client Service	02 4221 3607	trang_nguyen@uow.edu.au
Mr Bobby Mazeovski	Operations Manager, Client Service	02 4221 3390	bobbym@uow.edu.au
Mrs Joanne Braithwaite	Senior Manager, Client Service	02 4221 3998	job@uow.edu.au
Mr Chris Hadley	Manager Enrolments, Admissions and Scholarships Team	02 4221 3924	chris_hadley@uow.edu.au

Note: The University attempts to ensure that the information contained in this publication is up to date at the time of printing (October 2009)

however sections may be amended without notice by the University in response to changing circumstances or for any other reasons.

Students should check with the University whether any later information is available in respect of any material contained in this publication.



Attestation by UOW College

The UOW College documents must be attested by the UOW College.

Contact details:

UOW College - Compliance team

Email: college-compliance@uow.edu.au for an appointment.

Attestation and Authentications by Department of Foreign Affairs and Trade (DFAT)

Contact details:

Authentications Section, Sydney Passport Office

Gateway House, 7th Floor, 26 Lee Street, Sydney NSW 2000.

Telephone (02) 9207 6904.

Fax (02) 9207 6908.

Other information:

- No appointment necessary.
- Service available Monday to Friday from 9am - 1pm. Please note: there is a three day turnaround for attestation of documents.
- Refer to the DFAT website for further information including cost:
 - Webpage: <http://www.dfat.gov.au/sydney/authentications.html>
 - PDF document: <http://dfat.gov.au/sydney/document-legislation-FAQ.pdf>

Attestation by UAE Embassy

Contact details:

United Arab Emirates Embassy

36 Culgoa Circuit

O'Malley ACT 2606

Phone 02 6286 8802

Other information

- No appointment necessary
- Service available Monday to Friday from 9 to 3:30 pm. Please note, there is a three day turnaround for attestation of documents.
- You may post your documents or hand deliver. If posting you must:
 - Send your documents via Express post or Registered post.
 - Include correct payment by Australia Post money order (cheques not accepted), made payable to United Arab Emirates Embassy.
 - Include a pre paid self addressed envelope (express post or registered post) so your documents can be returned to you.
- Cost of attestation: \$60 per page. Please note, cost subject to change, please confirm with UAE prior to posting documents.

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