

Recognition of Queensland school reports factsheet

International students studying in Australia may be required to have their school results legalised prior to returning to their home country. Students who have completed their study in Australia and wish to have their study recognised in their country of origin, may require their results to be:

- validated/legalised by the student's embassy/consulate prior to returning to their home country; or
- apostilled or authenticated by the Australian Department of Foreign Affairs and Trade (DFAT).

The recognition processes involve a number of steps by the school, the Department of Education (DoE), DFAT and the country embassy/consulate.

Queensland state school report recognition

The role of Queensland state schools is to support students by issuing reports, school certificates and/or other school documents.

When issuing reports, schools:

- issue a OneSchool report or an original school report one page summary. For students from Brazil please issue a one-page original school report on school letterhead, ensuring student's name is as it appears on the student's passport (example template available on page 5).
- include:
 - the student's full name (as it appears on the student's passport)
 - date of birth
 - full subject names
 - subject contact hours for the period of study
 - results
 - absences
 - the principal's signature (not digital signature)
 - grading scale.
- ensure reports and accompanying documents are not laminated, as these will not be accepted.

Queensland state school reports (originals) are to be endorsed by an authorised Education Queensland International (EQI) officer from DoE¹; at Education House, Level 18, 30 Mary Street, Brisbane. The authorised EQI officer will review the documents, stamp each page with the EQI seal and sign.

¹ An authorised EQI officer is a representative of the Department of Education and therefore can sign off on OneSchool reports and MS Word reports from Queensland State Schools as well as any qualification issued by the school as an RTO. For clarification, these authorised officers are not authorised to sign off on any documents issued by QCAA or other providers.

Recognition requirements

For countries that are members of the [Hague Apostille Convention](#), documents issued in Australia do not need to be certified by any consular or diplomatic representation.

They are only required to be Apostilled in order to have legal validity.

For other countries, please check with the relevant embassy or consulate for any special requirements needed to recognise school reports upon return. It is important to keep copies of all documents and check with the embassy or consulate as to how long the process may take to complete.

DFAT Apostille service

The DFAT [Document legalisation request form](#) provides information about the Apostille service for legalising documents, including how and where to lodge the form.

Refer to Smart Traveller information about [legalising document services](#).

Option 1 – lodging in person by appointment - DFAT Office Details	Option 2 – submitting by mail - DFAT postal address
Australian Passport Office - Brisbane Level 17, 150 Charlotte Street Brisbane QLD 4000 Monday – Friday 8:30am – 1:00pm By Appointment – book online authentications.qld@dfat.gov.au	Australian Passport Office Authentications Section GPO Box 2239 Melbourne VIC 3001 or Australian Passport Office Authentications Section GPO Box 2239 Sydney NSW 2001 Phone: 1300 935 260

Translations

DFAT and EQI **do not** provide translated school reports. Refer to the [National Accreditation Authority for Translators and Interpreters](#) for translations.

Next steps

Agent/student needs to decide who will be responsible for organising the application of the Apostille.

Either:

- Agent arranged Apostille; or
- Student arranged Apostille

Agent arranged Apostille process

EQI registered education agents may assist students to obtain the necessary school reports as part of their student support services on behalf of their student.

School responsibilities

- Issue a one-page or an original school report on school letterhead, signed by the principal (DFAT accepts electronic signatures on OneSchool reports only), ensuring student's name is as it appears on the student's passport.
- Ensure the name is thoroughly checked and verified for accuracy by a second person. Email the report to the agent to verify accuracy.
- Following confirmation of the student's name, post the original school report to EQI (postal address below).

EQI email	EQI postal address
EQInternational@ged.qld.gov.au	Manager, Client Services Education Queensland International PO Box 15050 City East QLD 4002

Agent responsibilities

- Contact schools 3 or 4 weeks before the term ends to request an end-of-term report for international students who are returning to their home country.
- Email your EQI Regional Manager directly (or Recruitment.EQI@ged.qld.gov.au) advising your preferred option for collecting reports once they have been endorsed at EQI. Agents with access to Education House in Brisbane can collect in person (please organise collection date and time).
- Facilitate the DFAT Apostille on behalf of the student (in person by appointment or by email).

Student arranged Apostille process

Student responsibilities (for apostilles in Australia*)

- Advise the school 3 or 4 weeks before the term ends you require an end-of-term report.
- Complete the [Document legalisation request form](#), including the credit card authorisation section to cover the Apostille cost.
- If lodging application by post (option 2), provide the international office at your school the following:
 - the completed Document legalisation request form; and
 - the following 3 stamped (or prepaid) and addressed envelopes:
 - one addressed to EQI (EQI postal address above)
 - one registered post envelope addressed to DFAT (Sydney or Melbourne postal address above)
 - one self-addressed registered envelope (where you want DFAT to send your apostille document)

- Keep a copy of all registered tracking numbers. DFAT or EQI do not take responsibility for documents lost in the mail.

Legalising documents overseas

* **Note: Alternatively**, students (or agent) may prefer to arrange for the documents to be legalised overseas. For more information refer to: <https://www.smartraveller.gov.au/consular-services/notarial-services/documents-overseas>. Ensure there is an Australian consulate or embassy in your city. For this option, steps 2 – 4 above are not required. Instead, student/agent will need to organise the international post - registered or courier from Education House to the overseas address. Please advise your school and EQI Recruitment Regional Manager if you are choosing this option.

School responsibilities

- Issue a one-page original school report on school letterhead, signed by the principal (DFAT accepts electronic signatures on OneSchool reports only), ensuring student's name is as it appears on the student's passport.
- Ensure the name is thoroughly checked and verified for accuracy by a second person. Email the report to the agent to verify accuracy.
- Following confirmation of the student's name, post the original school report to EQI in the envelope provided by the student. For processing in Australia, include the 2 registered post envelopes (with addresses) supplied by the student.
- EQI will stamp and sign the student report and forward to DFAT in the registered envelope provided. DFAT processing times may vary. EQI or the School is not responsible for follow up with DFAT regarding the process. For information, contact DFAT on legalisations.australia@dfat.gov.au.

Sample report only

(SCHOOL LETTERHEAD INCLUDING ADDRESS)

Student name:		EQI student number:	
Date of birth:		Year level and Roll class:	
Commencement date:		Completion date:	
Total number of absences:		Number of unexplained absences:	

Learning area	Total contact hours	Achievement	Effort	Behaviour

Achievement codes

- A Evidence in a student's work typically demonstrates a very high level of knowledge and understanding of concepts, facts and procedures, and application of processes.
- B Evidence in a student's work typically demonstrates a high level of knowledge and understanding of concepts, facts and procedures, and application of processes.
- C Evidence in a student's work typically demonstrates a sound level of knowledge and understanding of concepts, facts and procedures, and application of processes.
- D Evidence in a student's work typically demonstrates a limited level of knowledge and understanding of concepts, facts and procedures, and application of processes.
- E Evidence in a student's work typically demonstrates a very limited level of knowledge and understanding of concepts, facts and procedures, and application of processes.
- N Insufficient evidence to make a judgment
- WTC Working towards competency

Effort and behaviour codes

- A Excellent
- B Very good
- C Satisfactory
- D Needs attention
- E Unacceptable

Principal's name:

Principal's signature: