

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 reports (originals) are to be endorsed by **either**:

- a Notary public (a specially qualified lawyer)
- the Queensland Curriculum and Assessment Authority (QCAA)
 - the QCAA is authorised to endorse the Queensland Certificate of Education **only**
 - please contact QCAA at reissue@qcaa.qld.edu.au, or by phone on (07) 3864 0216
- authorised Education Queensland International (EQI) officers from DoE
 - available 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 each page. For further information, please contact EQI at EQInternational@qed.qld.gov.au or by phone on 1800 316 540.

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 that confirm the completion of the student's school studies in Queensland.

When issuing reports, schools must:

- issue the student either a OneSchool report or an original school report on school letterhead, ensuring student's name is as it appears on the student's passport
- ensure the report has been signed by the principal (DFAT accepts electronic signatures on OneSchool reports **only**)
- include:
 - the student's full name as it appears on the student's passport
 - full subject names
 - subject contact hours for the period of study
 - results
 - absences
 - the principal's signature
- ensure reports and accompanying documents are not laminated, as these will not be accepted.

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.

The Smart Traveler website also provides further information about [legalising document services](#).

DFAT Office Details (lodging in person)	DFAT Office details (lodging by mail)
Brisbane Passport Office Level 17, 150 Charlotte Street Brisbane QLD 4000 Phone: 1300 935 260 Email: brisbane@dfat.gov.au 8:30am – 1:00pm normal business days Appointment necessary	Australian Post Office Authentications Section GPO Box 2239 Melbourne VIC 3001 or GPO Box 2239, Sydney NSW 2001 Phone: 1300 935 260

DFAT costs

Fees are outlined in the [Document legalisation request form](#).

Document return service

The DFAT [Document legalisation request form](#) allows for students and agents to select how they would like their documents returned. There is a free DFAT service to return the Apostille via standard post overseas or in Australia.

Students and agents may elect to use Express International delivery arranged through DFAT, at their own cost.

Students must nominate a postal address on the [Document legalisation request form](#).

Translations

DFAT and EQI **do not** provide translated school reports.

Please contact the [National Accreditation Authority for Translators and Interpreters](#) for translations.

Agent arranged Apostille

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

School responsibilities

- Issue either a OneSchool report 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.
- Following confirmation of the student's name, either email the OneSchool report to EQI, or post the original school report on school letterhead to EQI.

EQI email	EQI postal address
EQInternational@qed.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 Regional Managers, at Recruitment.EQI@qed.qld.gov.au, the preferred option for collecting reports once they have been stamped by a DFAT registered EQI officer.
- Facilitate the DFAT Apostille on behalf of the student.

Student arranged Apostille

School responsibilities

- Issue either a OneSchool report 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.
- Using the envelopes provided by the student, post the school report, completed DFAT [Document legalisation request form](#) and DFAT addressed envelope to EQI. EQI will stamp and sign documents and forward to DFA.

Student responsibilities

- Advise the school 3 or 4 weeks before the term ends they are returning to their home country and require an end-of-term report.
- Complete the [Document legalisation request form](#), including the credit card authorisation section to cover the Apostille cost.
- If credit card details cannot be provided, make an appointment with DFAT's Brisbane office to pay in person by EFTPOS (DFAT offices **do not** accept cash, cheques or money orders). Appointments can be made by phoning 1300 935 260.
- Decide on a chosen address for DFAT to forward the documents to, either an address in your home country or Australia. The chosen address must be provided as the postal address of the [Document legalisation request form](#).
- Provide the international office at your school:
 - the completed Document legalisation request form; and
 - 2 stamped addressed envelopes – one addressed to EQI and one addressed to DFAT.

EQI postal address	DFAT postal address
Manager, Client Services Education Queensland International PO Box 15050 City East QLD 4002	Australian Post Office Authentications Section GPO Box 2239 Melbourne VIC 3001

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 recognize 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.

Sample report only

(SCHOOL LETTERHEAD INCLUDING ADDRESS)

Student name:		EQI student number:	
Year level:		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: