

RECOGNITION OF QUEENSLAND SCHOOL REPORTS FACT SHEET

International students studying in Australia may be required to have their school results legalised by their embassy/consulate 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 and/or
- apostilled or authenticated by the Australian Department of Foreign Affairs and Trade ([DFAT](#)) prior to returning to their home country.

The validation process involves 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 (QCE) ONLY
 - please contact the QCAA on (07) 3864 0299 or email sep@qcaa.qld.edu.au
- an authorised officer of the DoE, available at the following Education Queensland International (EQI) student centres

| | | |
|----------------|---|------------------|
| Brisbane | Education House, 30 Mary Street, Brisbane | Ph: 1800 316 540 |
| Cairns | Far North Queensland Regional Office | Ph: 07 4037 3843 |
| Gold Coast | Hope Island Regional Office | Ph: 1800 370 633 |
| Sunshine Coast | Mike Ahern Building, Maroochydore Regional Office | Ph: 1800 411 644 |

- the authorised EQI officer will review the documents, stamp each page with the EQI seal and sign each page

Queensland state school report validation

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:

1. Issue original school reports on school letterhead and signed by the principal.
2. The report must 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 (DFAT accepts electronic signatures on OneSchool reports)
3. Do not laminate documents, as these will not be accepted.

DFAT Apostille Service

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

The Smart Traveller 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 Tel: 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 Tel: 1300 935 260 |

DFAT Costs

Multi-page documents need to be stamped and bound by DFAT at additional cost to the student.

Fees are outlined on page 3 and 4 of the [Document legalisation request form](#).

Document return service

DFAT 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 the Express Courier International arranged through DFAT, at their own cost. Students must nominate a postal address on page 5 of 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 ([NAATI](#)) 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.

- Schools email a copy of the report to the agent and provide the original school report to their local EQI student centre.
- Emailing a copy of the report to the agent enables the student to immediately return to school in their home country whilst the DFAT Apostille process is under way.
- The DFAT registered EQI officer will stamp and sign the original school report, and forward the document to the agent.

- The agent will facilitate the DFAT Apostille on behalf of the student.

School arranged Apostille

Schools can provide assistance to students with the Apostille process.

- Complete the [Document legalisation request form](#) including the credit card authorisation section on page 7 to cover the Apostille cost.
- If credit card details cannot be provided, the student will need to attend DFAT's Brisbane office in person to pay by EFTPOS (DFAT offices **do not** accept cash, cheques or money orders). Appointments must be made by phoning 1300 935 260.
- The student must decide if they would like DFAT to forward the documents to an address in their home country or Australia. The chosen address must be provided as the postal address on page 4 of the [Document legalisation request form](#).
- The school report, completed DFAT [Document legalisation request form](#) and self-addressed envelopes (one for DFAT and one for the student) must be sent to the local EQI student centre to be stamped and signed, then forwarded to DFAT.

Revalidation requirements by country

Students must check with their relevant consulate or embassy for any special requirements for return to other countries.

It is important to keep copies of all documents and check with the consulate as to how long the process may take to complete.

Brazil

- **Reports require Apostille through DFAT**
- **Reports are not required to be legalised through the Embassy**

The Embassy of the Federative Republic Brazil in Canberra joined the Hague Convention of 5 October 1961 as of 14 August 2016, abolishing the requirement of Legalisation for Foreign Public Documents ("Apostille Convention"). The former arrangement of having school reports legalised through the Consulate-General of Brazil in Sydney ended on 14 August 2016.

Students and EQI registered agents should be aware of any specific subject requirements before a student commences. These subjects make up the school report for Brazilian students.

Brazilian students need school reports from Queensland state schools to re-enter schools in Brazil at the next appropriate point in the school year.

Students leaving in Term 2 have only two weeks to arrange an Apostille prior to returning to school in Brazil. Students leaving in Term 4 (November/December) restart school at the end of January the following year. Having reports available in the last two weeks of the term, where available, allows for a smooth transition back into school in Brazil.

On rare occasions, there may be specific requirements that might be needed by the [Ministry of Education](#) (Brazil) for students who will use Year 12 in Australia as the equivalent finishing requirement for Year 12 in Brazil. These would be unique cases where credit is awarded by the Ministry of Education rather than a school. At the time of writing, special requirements have not been stated by any Brazilian authority.

Chile

- **Reports require Apostille through DFAT**
- **Reports must be legalised through the Consulate-General in Sydney**

Generally, Chilean students are asked to study specific subjects that match their subject areas in Chile in order to get revalidation and minimise reintegration problems upon return. These subjects will vary depending on requirements set by the student's home school.

Credit for any school studies completed in Australia may only be acknowledged in Chile after consular legalisation. The Consulate-General of the Republic of Chile in Sydney can perform the legalisation of school documents.

The authenticated documents received from DFAT need to be sent to the Consulate-General in Sydney along with a postal money order and the student's choice of return self-addressed envelope (registered mail for return to an Australian address and Express Post International or Express Courier International for forwarding of documents to a Chilean address).

The Consulate will legalise the documents and forward the documents to the chosen address.

Australia Post Money Orders are the only accepted form of payment. The money order must be in the name of the 'Consulate-General of Chile'. Consular fees vary each month as they are linked to the US dollar exchange rate. Please contact the Consulate to check the fees and current rates.

Italy

- **Reports require Apostille through DFAT**
- **Reports must be legalised by the Consulate of Italy, Brisbane**

Italian students are able to gain credit for subjects studied in Australian high schools. The Italian Education Office attached to the Italian Consulate in Brisbane is the body responsible for revalidating Italian students' high school study in Australia and issuing a 'Declaration of Value'.

In order to get revalidation, Italian students have to study specific subject areas that match their subject areas in Italy. In addition, revalidation will only be important where a student completes subjects within a year level that would correspond to that of the student in Italy.

It is recommended students confirm what documentation their Italian school requires in order to gain credit for their attendance abroad BEFORE coming to Australia.

Please refer to the '[Declaration of Value – QLD Certificates](#)' for the requirements in order to obtain a 'Declaration of Value' from the Consulate of Italy- Brisbane.

Once the application and all documents are received by the Consulate of Italy, Brisbane, the applicant will receive an email of the applicable consular fees. Fees can be paid by Australia Post money order, payable to 'Consulate of Italy in Brisbane'.

Alternatively, the applicant may go in person to the consulate and pay the fees in cash.

Please phone the consulate before visiting to check the necessary officer is present.

Mexico

- **Reports require Apostille through DFAT**
- **Reports do not require legalisation through Embassy/Consulate**

Australia and Mexico are members of the 'Apostille Convention', therefore 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 in Mexico.

Spain

- **Reports require Apostille through DFAT**
- **Contact Consulate-General Spain Sydney for requirements of legalising documents**

This process is only required for students in Year 10 and above. Anything below Year 10 is automatically recognised and the school should supply a letter, signed by the school principal. The student may have to provide a Spanish translation of that document.

School reports and secondary education certificates issued in Australia are required to be legalised with an Apostille obtained from a DFAT Office.

For further information on how to revalidate school documents in Spain or if the student wants to go directly into university upon their return to Spain, please contact the Consulate-General of Spain in Sydney and/or the Education Office of the Embassy of Spain in Canberra (contact details below) to validate their studies in Australia. The Spanish Consulate-General or the Education Office will explain the procedure.

Detailed information (in Spanish) is available through the Ministerio De Educacion, Cultura Y Deporte. Please note this information may vary from time to time.

The student should keep a copy of their original Queensland school report as they may be required to present this upon returning to Spain.

Consulate/Embassy contact details

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|---------------|---|
| Chile | <p>Consulate-General of the Republic of Chile Level 18, 44 Market Street, Sydney NSW 2000 Tel: (02) 9299 2533 / Fax: (02) 9299 2868 Email: cgsydney@optusnet.com.au W: https://chile.gob.cl/sydney/ Office hours: Monday to Friday, 9:00am to 2:00pm</p> |
| Italy | <p>Consulate of Italy Level 8, 199 George Street, Brisbane QLD 4000 Tel: (07) 3229 8944 / Fax: (07) 3229 8643 Email: consolato.brisbane@esteri.it W: http://www.consbrisbane.esteri.it/Consolato Brisbane Office hours: Mondays, Wednesdays and Fridays, 9.00am to 10.30am</p> |
| Mexico | <p>Embassy of Mexico 14 Perth Avenue, Yarralumla ACT 2600 Tel: (02) 6273 3963 or (02) 6273 3905 Fax: (02) 6273 1190 Email: embamex@mexico.org.au Website : http://embamex.sre.gob.mx/australia/ Office hours : Monday to Friday, 9 :00am to 5 :00pm</p> |
| Spain | <p>Consulate-General of Spain in Sydney Level 24, St Martins Tower, 31 Market Street, Sydney NSW 2000 Tel: (02) 9261 2433 Fax: (02) 9283 1695 Email: cog.sydney@maec.es Office hours: Monday to Friday, 9:00am to 2:00pm</p> <p>Embassy of Spain in Canberra Consejería de Educación, 15 Arkana Street, Yarralumla ACT 2600 PO Box 9076, Deakin ACT 2600 Tel: (02) 6273 4291 Fax: (02) 6273 4588 Email: spainedu.au@mecd.es Office hours : Monday to Friday, 9 :00am to 2 :00pm</p> |

SAMPLE REPORT ONLY

(SCHOOL LETTERHEAD INCLUDING ADDRESS)

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|-------------------------------|--|-------------------------------------|--|
| Student Name: | | EQI Student Number: | |
| Year Level: | | Roll Class: | |
| Commencement Date: | | Completion Date: | |
| Total No. of Absences: | | No. of Unexplained Absences: | |

| Learning Area | Total Contact Hours | Achievement | Effort | Behaviour |
|---------------|---------------------|-------------|--------|-----------|
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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

- F Excellent
- G Very good
- H Satisfactory
- C Needs attention
- D Unacceptable

Principal's Name: _____

Principal's Signature: _____