



OFFICE OF THE BOARD OF STUDIES
NEW SOUTH WALES

SECONDARY EQUIVALENCE APPLICATION FORM

THE BOARD OF STUDIES NSW DOES NOT ISSUE AN EQUIVALENCE STATEMENT FOR ENROLMENT AT UNIVERSITIES OR FOR TRADE QUALIFICATIONS.

PAYMENT MUST BE INCLUDED WITH THIS FORM

Fee: \$116 (includes GST) - statement posted within 10 working days. **Priority Fee:** \$139 (includes GST) – available after 2 working days. Fees can be paid by bank cheque, money order or credit card (Visa or Mastercard only). Please note that personal cheques cannot be accepted.

PERSONAL DETAILS

Mr
Surname: Mrs Previous surname:
Miss (if applicable)
Ms

Given names:

Address:
..... Postcode: State:

Date of birth: Home phone: Work phone:

Mobile number: Email address:

PROOF OF IDENTITY

To obtain an Equivalence Statement, proof of identity must be provided. Please submit a certified copy of one of the following: your driver's license, passport, proof of age card or birth certificate.

DETAILS OF SCHOOLING

Number of years of primary schooling: Number of years of secondary schooling:

DETAILS OF CERTIFICATE(S) Originals or certified copies must be attached, together with a certified translation if originals are in a language other than English.

Title of main certificate attached: Year of Award:

Issued by: in Country (or State) of origin of certificate:

Are any other certificates attached? (Yes/No) If yes, number attached:

PLEASE NOTE: FAXES AND UNCERTIFIED PHOTOCOPIES CANNOT BE ACCEPTED.

IF PAYING BY CREDIT CARD (Visa/Mastercard)

Cardholder's Name:

Card Number: ____ / ____ / ____ / ____ Expiry Date:

Signature of Cardholder:

DECLARATION

I certify that, to the best of my knowledge, all the information provided above is accurate and that the Board of Studies NSW has not previously provided an assessment for these qualifications.

Signature: Date:

Return this form with fee and certified copies of identification and documents to be assessed to the NSW Office of the Board of Studies, Level 5, 117 Clarence Street, SYDNEY or return by post to the Qualifications Officer, GPO Box 5300, SYDNEYNSW 2001.

FOR INQUIRIES, TELEPHONE THE QUALIFICATIONS OFFICER ON (02) 9367 8111

OFFICE USE ONLY

ORIGINALS SIGHTED: COPIES MADE: TO BE POSTED OR COLLECTED:

RECEIPT NUMBER: FEE: DATE RECEIVED:

INFORMATION

Evidence Required Equivalence Statements are provided only to the person named on the certificate. Applicants attending in person must bring to the Board's office one of the following:

- their passport; or
- their driver's licence; or
- their proof of age card; or
- birth certificate.

NOTE: if the documents are in a previous name a certified copy of the document that changed the name must also be enclosed.

APPLICATIONS BY MAIL must include a completed application form, certified copies of your qualifications, payment and one of the following:

- a certified copy* of the main page of the person's passport; or
- a certified copy* of the person's driver's licence; or
- a certified copy* of the person's proof of age card; or
- a certified copy* of the person's birth certificate.

*A certified copy is a copy that has been compared with the original and endorsed as a true copy by a public officer or Justice of the Peace certified in Australia. If signed by a Justice of the Peace, the copy must include their Justice of the Peace identification number and signature on the copy. If certified by a public officer, the copy must include their full name, position, title and signature.

Note: *The Office of the Board of Studies will make the necessary copies for assessment if original documents are presented when applications are lodged in person. **Please do not send originals by post.***

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The Office of the Board of Studies provides statements of equivalence for general secondary education qualifications only. It does not undertake any of the following services but, to assist you, lists the contacts below.

For **CERTIFIED TRANSLATIONS OF DOCUMENTS:** These can be made by any officially (NAATI) recognised translation service in Australia (for addresses see the telephone directory Yellow Pages under Interpreters or Translations).

For **APPLICATION FOR MATRICULATION/UNIVERSITY ENTRANCE:** Make direct contact with the university or tertiary institution concerned OR contact the Universities Admissions Centre, Quad 2, 8 Parkview Drive, Homebush Bay, NSW 2127. Telephone (02) 9752 0200.

For **ASSESSMENT OF TERTIARY QUALIFICATIONS:** Contact the National Office for Overseas Skills Recognition, GPO Box 9880, Canberra, ACT 2601. Telephone 1300 363 079.

For **ASSESSMENT OF INTERSTATE AND OVERSEAS TRADE QUALIFICATIONS:** Contact the NSW Department of Education and Training, State Training Centre. Telephone 13 28 11.

For **ASSESSMENT OF TECHNICAL QUALIFICATIONS:** Contact the TAFE Multicultural Unit, Level 16, 1 Oxford Street, Darlinghurst, NSW 2010. Telephone (02) 9244 5308.

For **ADVICE ON ASSESSMENT OF OVERSEAS OCCUPATIONAL AND PROFESSIONAL QUALIFICATIONS:** Contact the National Office for Overseas Skills Recognition, GPO Box 9880, Canberra, ACT 2601. Telephone 1300 363 079.

For **ASSESSMENT OF TEACHING QUALIFICATIONS** for eligibility for employment as a teacher in NSW Government Schools: Contact the Department of Education and Training, Locked Bag 3003, Blacktown, NSW 2148. Telephone 1300 300 4980.

For **ASSESSMENT OF ACCOUNTANCY QUALIFICATIONS:** Contact the Australian Society of Certified Practising Accountants, Level 3, 111 Harrington Street, Sydney, NSW 2000. Telephone (02) 9375 6200.