



# Application notes

## Equivalency of overseas secondary education qualifications (as of 10 December 2024)

### Who decides on the equivalency of overseas school qualifications?

The equivalency of overseas school qualifications is decided by the School Curriculum and Standards Authority (the Authority). This decision is made by using the information provided on the UK ENIC database and researching overseas secondary education boards/issuing authorities.

### Which qualifications can be assessed by the Authority?

The Authority can assess your high school education documents awarded by a recognised and accredited overseas educational institution.

An equivalency is based on the documents you provide with your application. The Authority cannot obtain documents on your behalf from any issuing education institution.

### Which qualifications cannot be recognised by the Authority?

- Qualifications not recognised or accredited by the education department in their country of origin, including those gained through home schooling and private institutions
- Qualifications not listed in the resources the Authority use to make our equivalency decision
- Individual grades from your school qualifications
- Qualifications from tertiary studies at universities or higher education institutions
- Vocational qualifications such as apprenticeships or trades
- Certificates in English/other language proficiency

### Who can assess my overseas university/tertiary qualifications?

The Overseas Qualifications Unit is responsible for assessing completed overseas tertiary education. Its contact details are: <https://migration.wa.gov.au/our-services-support/overseas-qualifications-unit-ogu>

### Who can assess my trade qualifications?

Trades Recognition Australia is responsible for recognising overseas trades in Australia. Its contact details are: <http://www.tradesrecognitionaustralia.gov.au>

### Who determines my eligibility to university?

Every university is responsible for assessing each applicant's overseas secondary education for entry into that university.

### What conditions apply for equivalency?

An equivalency does not:

- represent a new certificate or diploma
- imply that the applicant holds the target qualification
- guarantee or endorse the authenticity of the submitted qualifications
- give any claim to a position or trade
- guarantee admission to an educational institution
- indicate that an applicant has satisfied the requirement of 'passing' the target qualification or certain subject prerequisites (unless specifically stated).

### How much does it cost and how long will it take?

The application fee is \$52 per certificate to be assessed.

Allow up to 10 working days (note that during busy periods, May–June and October–December, this process may take longer).

## How does the Authority make decisions about equivalency?

The Authority bases its equivalency decisions on:

- the use of International Comparisons, a United Kingdom database providing information and guidelines on comparing qualifications from over 180 countries [www.enic.org.uk](http://www.enic.org.uk)
- its own expertise in the Western Australian system of education.

## What documents are required?

1. Secondary education documents	In original language
2. Photo identification	One of the following: <ul style="list-style-type: none"><li>• Australian driver's licence</li><li>• Passport</li></ul>
3. Proof of name change (if applicable)	Marriage or Change of Name certificate
4. English translation of documents (if applicable)	<ul style="list-style-type: none"><li>• Professional-level translations accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). *</li><li>• If your documents have been translated overseas, they must be translated by an accredited translator.</li></ul>
5. Application form	All sections of the attached form must be completed

\*You can contact NAATI on 1300 557 470 between 9 am–4 pm Monday to Friday or go to [www.naati.com.au](http://www.naati.com.au).

**Note: it is the responsibility of the applicant to ensure all necessary documents are included.**

The Authority cannot accept any documents sent by fax or email. Do **not** send original documents in the mail.

Please note that the Authority does **not** accept statutory declarations.

**All photocopies of documents** must be certified as true and correct copies of the original document. You can find a list of professions that can certify documents at <https://www.wa.gov.au/government/publications/authorised-witnesses-statutory-declarations>.

The Authority reserves the right to ask for further documentation and/or clarification before making its decision. The Authority cannot process your application until all requirements are met.

## How do I lodge my application?

By post: (please ensure **all** documents are certified copies)

PO Box 816  
CANNINGTON WA 6987

In person: Level 2  
303 Sevenoaks Street  
CANNINGTON

We do not hold face-to-face interviews for this service.

## Can my application expire?

You are considered to have withdrawn your original application and will forfeit the cost if you have not provided us with the required documentation within two calendar months of the date we received your application. If you still require this service, you will need to reapply, pay and provide all documentation again.

## Can I ask for a review of the decision made by the Authority?

If you wish to apply for a review of a decision the Authority has made, you must do so within seven days of receiving your Secondary Education Equivalence Statement. You can request a review by calling 9273 6352.

## More information

Email: [equivalences@scsa.wa.edu.au](mailto:equivalences@scsa.wa.edu.au)

Telephone: 9273 6352



# Application form

## Equivalency of overseas secondary education qualifications (UP TO YEAR 12 ONLY)

Please read and keep the attached Application notes.

**APPLICATIONS NOT ACCEPTED VIA EMAIL.**

Please tick the appropriate box/boxes:

- I give permission for my statement of equivalence to be emailed to TAFE Admissions at the Department of Training and Workforce Development.

TA Number: \_\_\_\_\_

- Assessment to be posted (paper copies)  
 Assessment to be collected (paper)  
 Assessment to be emailed (pdf)

### Contact details

Title: (please specify)  Mr       Mrs       Miss       Ms       Other

Family name:

Previous family name (if applicable):

Date of birth:

Given name/s:

Postal address:

Suburb:

Postcode:

Phone:

Mobile:

Email:

### Qualifications

Origin of qualification (country):

Title of certificate	Issuing authority	Year awarded

### For what reason are you seeking this equivalency?

- |  |   |
|--|---|
| <input type="checkbox"/> Study at TAFE | <input type="checkbox"/> Australian Defence Force |
| <input type="checkbox"/> Employment    | <input type="checkbox"/> Other                    |

**Payment – \$52 per certificate (Australian dollars only; we do not accept foreign currency.)**

**1. CREDIT CARD (MasterCard/VISA only)**

Use this link to pay by credit card: <https://www.bpoint.com.au/payments/billpayment/Payment/Index>

Note: Print and attach the receipt generated after payment has been approved.



**Biller Code:** 1977776  
**Ref:** Please use your Full Name

**2. TELEPHONE AND INTERNET BANKING**

Log into your online banking portal or contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)



**Biller Code:** 394643  
**Ref:** Please use your Full Name

**Telephone & Internet Banking – BPAY®**  
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)

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**IMPORTANT: A copy of the BPay receipt must be attached to your completed application as proof of payment.**

**3. EFTPOS IN PERSON – SCHOOL CURRICULUM & STANDARDS OFFICE**

Level 2 Reception - 303 Sevenoaks Street, Cannington WA 6107.

**4. MONEY ORDER - Available from Australia Post outlets.**

Personal cheques and bank drafts in foreign currency are not accepted. Money orders must be in Australian dollars and made out to 'School Curriculum and Standards Authority'.

**Please return application and payment to:**

**By post:** School Curriculum and Standards Authority  
PO Box 816, Cannington WA 6987

**In person:** Level 2, 303 Sevenoaks Street  
Cannington WA 6107

**Checklist – Before submitting the application form, please ensure the required documents and information are included. Incomplete applications cannot be processed.**

- Qualification/s and subject summary in the original language**
- Qualification/s and subject summary MUST BE translated into English** (if applicable)
- Photo identification** – current Australian driver licence **OR** current passport
- Proof of name change** – if applicable, such as Marriage or Change of Name certificate
- All photocopies certified (post applications)** – please see attached list of who can certify documents
- Proof of Payment** – \$52 per certificate
- Application form** (this document) – fully completed, signed and dated

**Declaration – You must read, sign and date this application form**

I certify that all information and documents provided with this application are true and correct. I understand it is my responsibility to provide all necessary documents, and that the School Curriculum and Standards Authority will not process my application if I provide incorrect, incomplete and/or misleading information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

OFFICE USE ONLY	Originals sighted			Signature	Date
Certificates and/or academic records	Yes <input type="checkbox"/> / No <input type="checkbox"/>	First assessment	Yes <input type="checkbox"/> / No <input type="checkbox"/>		
Photo identification e.g. driver licence	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Second assessment	Yes <input type="checkbox"/> / No <input type="checkbox"/>		
Proof of name change (if applicable)	Yes <input type="checkbox"/> / No <input type="checkbox"/>	Review	Yes <input type="checkbox"/> / No <input type="checkbox"/>		
Amount paid	\$				

Authority officer: \_\_\_\_\_

Date: \_\_\_\_\_