DOCUMENTATION GUIDELINES – ONLINE COURSE APPLICATIONS

When you are applying for an online course at EIT as a new applicant, you will be asked to provide electronic copies of documents to support your application. The following guidelines will assist you with providing these documents in a recognised format.

Please note these guidelines apply to online course applications only and don't apply to EIT's on-campus courses.

EIT reserves the right to request hard-copies or certified copies of original documents in the process of verifying the authenticity of any documents provided with an application.

TYPE OF DOCUMENTATION	EXAMPLE OF DOCUMENTATION	ACCEPTABLE FORMATS
Documentation to prove ID	Passport, Drivers License	• Scan of original document in colour • Scan of original document from smartphone (e.g. CamScanner) • Photograph of original document in colour • Scan or photograph of a certified/notarised copy of the original document in colour or black and white.
Documentation to prove qualifications Original academic records must shows: • All subjects undertaken up to the point of submitting your application • Grades obtainted (including failures) and the grading scale (this may be on the back of your transcript) • Stages reached or qualifications gained If your documents are not in English we will need officially translated versions as well as copies in the original language.	Academic transcripts, Award Certificate, Letter of Course Completion	• My eQuals digitial documents • Scan of original document in colour • Scan or photograph of a certified/notarised copy of the original document in colour or black and white. • Scan of original document from smartphone (e.g. CamScanner) • Photograph of original document in colour • Digital e-records are not accepted.

TYPE OF DOCUMENTATION	EXAMPLE OF DOCUMENTATION	ACCEPTABLE FORMATS
General Documentation	Form submission, Personal statement, Unit Outlines	• Scan of original document in colour • Scan or photograph of a certified/notarised copy of the original document in colour or black and white. • Scan of original document from smartphone (e.g. CamScanner) • Photograph of original document • Scan or photograph of photocopies of original document

DOCUMENTATION INSTRUCTIONS:

How to Correctly Scan Your Documents:
1. Scan the original document or certified copy in colour
2. Scans from photocopies, fax copies, black and white and modified copies are not accepted.
3. If a document has more than one page, scan all pages. Incomplete documents are not accepted.
4. If a document has stamps, seals or text on both sides of the document, both sides must be scanned.
5. Scan the document upright and at its original size, cropped, tilted, skewed, distorted and / or incomplete documents are not accepted.
6. If a document is larger than A4, scan the document in A4 sized portions without size reduction.

Providing Colour Scans using your SmartPhone:
1. Scanned copies from a scanner application, e.g. CamScanner, are accepted.
2. Askew or poorly focused scans are not accepted.

Providing Digital Photos of your Documents:
1. Documents must be photographed from the original document or certified copy and in colour.
2. Documents must be placed on a flat and plain background when photographed.
3. Information in the photograph must be clear and legible.
4. Information in the photograph must not be obstructed, for example, by your fingers or a shadow.
5. If a document has stamps, seals or text on both sides of the document, both sides must be photographed.
6. Please ensure no part or pages of the documents are missing

Please note:
• We recommend that you check the document and confirm fine details are clear before submitting the document.
• Any unreadable documents will be required to be re-submitted which may result in a delay in your application being assessed.
• EIT reserves the right to request hard-copies of original academic transcripts and degree certificate from previous studies in the process of verifying the authenticity of any documents provided with an application.