

# ACADEMY

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# FAQs

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## Certified academic transcripts

**In order to be employed by Academy and teach at our partner institutions we require the following documents:**

1. Electronic copies of your university academic transcripts.
2. Certified physical photocopies (not originals) of your university academic transcripts.

Most of you will have multiple degrees. If they are all relevant to your role with Academy then please include them. We do not need copies of certificates or other workplace training.

### What is a transcript?

An academic transcript is an official record of your studies at a university. It lists all of courses and subjects you have undertaken, and all of the results that you obtained. It will also state your completion date.

**Please note: It is NOT a certificate.**

### Where do I email it and send it?

**Email:** recruitment@academyed.co

**Mail:** Curio Academy  
4/152 Elizabeth Street  
Melbourne, 3000

### What is a certified copy?

A certified copy is a photocopy of an original document, that has been certified as being a true copy of your original by an authorised person.

### Who can certify my transcript?

A certified copy can be verified (along with the original) by many professionals. A full list can be found [HERE](#).

### How is my copy certified?

The authorised person certifying your photocopy must sight the original document and include the following details on all pages of the photocopy:

- Stamp or write "This is a true copy of the original documents sighted by me".
- Sign and print their name.
- Write the date it was certified.
- Provide a contact telephone number.
- State their profession or occupation group.
- List the appropriate registration number.
- Add the official stamp or seal of the certifier's organisation.

### When do I need to do this by?

We need the electronic copy as soon as you accept the role. You can send the physical one in during the teaching period.