

AVBC Supporting Document Requirements

AVBC can only accept supporting documents that meet the following requirements:

1. Are a colour copy of the ORIGINAL document at > 300 dpi resolution (ideally 600dpi). Scans of photocopies will not be accepted.
2. Include all edges and corners
3. Have all text be readable
4. Have visible security features (such as the issuing authority's official stamp, seal, signatures, hologram etc.)
5. Be in .pdf format
6. Where a document has more than one page and/or side, ensure all pages and sides are scanned and combined into one file.

Your assessment will be delayed if:

- Your documents do not meet the above requirements
- You do not upload the required documents

Checking the resolution of a document

For pdf documents, use in Acrobat DC to open the file. Go to:

Print Production > Output Preview > Preview Dropdown > Object inspector

You can then click on your document and assess the resolution.

Digital documents

Some documents will not be able to be assessed for resolution as they are digital text files (e.g. digital academic transcripts). In these cases, AVBC needs to be able to verify the authenticity of the document with the issuing organisation.

AVBC will contact you if there are problems verifying digital documents.