



Document Naming Guide

Identity documents	Naming format
a. Passport	Passport- Your name
b. Citizenship Identity Card	CID-Your name
c. Birth Certificate	BC- Your name
Degree Certificate	
a. Undergraduate certificate	Degree Certificate-Your name
b. Post Graduate certificate	PG Diploma Certificate- Your name
Transcripts	
a. Degree Transcripts	Degree Transcripts-Your name
b. PG Diploma Transcripts	PG Diploma Transcripts-Your name
c. Year 12 Certificate	Year 12 Certificate-Your name
d. Year 12 Transcripts	Year 12 Transcripts-Your name
English Language Proficiency	IELTS-Your name
	TOEFL-Your name
	PTE-Your name
Merit Certificates	Academic Achievement Certificate-Your name
	Voluntary Work/Acknowledgement Certificate-Your name
	Meritorious Promotion Cert-Your Name Training Certificate (relevant)-Your name
Previous Scholarship	Scholarship Cert- Your name
	Scholarship Letter- Your name
Nomination letter	Nomination Letter- Your name
	MOLHR Endorsement- Your name
Referee Report	Academic Referee Report- Your name
	Professional Referee Report- Your name
Development Impact and Linkages Plan	DILP- Your name
Curriculum Vitae	CV- Your name
Police Clearance (Hard Copy)	Security clearance- Your name
Passport size photo	Passport Photo- Your name

