



Application for Accreditation by NAATI Approved Australian Course

Please use blue or black ball point pen to complete this form. Please print in **BLOCK LETTERS**.

NAATI Number:
(if known)

--	--	--	--	--	--

Part 1 Personal Details

Please provide the following proof of identification	<ul style="list-style-type: none"> Two recent passport photos - both endorsed and signed by a witness <i>(see witness section at Part 4 of this form for further details)</i> A certified copy of your passport or Australian driver's licence <i>(only passports will be accepted from overseas applicants)</i> 												
Is this your first application to NAATI?	Yes <input type="checkbox"/> ▶ <i>Please make sure you include the application fee if this your first application</i> No <input type="checkbox"/>												
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> <i>please specify</i>												
Given names													
Family name													
Other names you have been known by <i>e.g. maiden name, preferred name</i>													
Date of birth	<table border="1" style="display: inline-table;"> <tr> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">D</td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">M</td> <td style="width: 20px; height: 20px;">/</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> <td style="width: 20px; height: 20px;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y	Gender Female <input type="checkbox"/> Male <input type="checkbox"/> <small>(please tick <input checked="" type="checkbox"/> one)</small>	
D	D	/	M	M	/	Y	Y	Y	Y				
Country of birth													
Postal address													
<i>For overseas residents please attach a separate address label in your language</i>	Suburb	State	Post/Zip code										
	City	Country											
Home phone	()	Business phone	()										
Home fax	()	Business fax	()										
Home mobile	()	Business mobile	()										
Home email													
Business email													

Part 2 Residency Status

Are you currently residing in Australia?

Yes ▼ **No ▼**

Are you an Australian Permanent Resident or citizen?	My country of residence is ▼
<input type="checkbox"/> Yes (attach documents) ▼ <input type="checkbox"/> No	

If this is your first application with NAATI then please attach a certified copy of ONE of the following:

- Australian Passport
- Permanent Residency Visa
- Australian Citizenship Certificate
- Australian Birth Certificate

Part 3

Application Details

For what purpose are you seeking NAATI Accreditation?

- A professional qualification
- Credentialed Community Language points
- Skills Assessment for migration purposes*
I am submitting Form M with this application YES NO
*If you wish NAATI to provide an opinion on your overseas translating or interpreting Educational Qualification or Skilled Employment for the purpose of claiming points under the post 1 July 2011 points test, you will also need to complete Form M.
- Other _____
(Please specify)

You **must** have graduated from a NAATI-approved course and have been recommended for NAATI accreditation by the institution concerned. Please attach to this application a certified copy of either:

- A. Qualification Certificate (Testamur)
- B. Academic Transcript (showing completion of the qualification)

Course Details

Name of Educational Institution

Campus at which you studied

State

Name of approved course

Year started:

Y	Y	Y	Y
---	---	---	---

Year Completed*:

Y	Y	Y	Y
---	---	---	---

If it is **more than three years from your graduation date you will need to provide evidence of continuous and regular translating and/or interpreting work experience to be eligible for accreditation.*

Accreditation Details

Language(s)

Accreditation(s) applied for

- | | |
|---|--|
| <input type="checkbox"/> Professional Translator into English | <input type="checkbox"/> Paraprofessional Interpreter |
| <input type="checkbox"/> Professional Translator from English | <input type="checkbox"/> Professional Interpreter |
| <input type="checkbox"/> Advanced Translator into English | <input type="checkbox"/> Conference Interpreter into English |
| <input type="checkbox"/> Advanced Translator from English | <input type="checkbox"/> Conference Interpreter from English |

Work Experience

Please note: If it is **more than** three years from your completion date you will need to provide evidence of continuous and regular translating and/or interpreting work experience to be eligible for accreditation.

The work reference(s) must clearly state:

1. Who is providing the reference and contact details.
2. The company/organisation worked for.
3. Length of service.
4. Regularity of work.
5. Type of work undertaken.

If you have been self employed please complete a statutory declaration indicating the period of your self employment, the regularity of work and the type of work undertaken.

Candidates are advised to send certified or notarised copies of all original documents as NAATI will not return documents to candidates.

Part 4**Authority to Act**

If you have employed the services of an agent and wish the agent to deal with all NAATI correspondence on your behalf you **must** to complete this part of the application. If you have not employed the services of an agent or do not wish your agent to deal directly with NAATI **please do not** complete the following and proceed to Part 5.

I authorise _____ to act on my behalf
in relation to my Application for Accreditation.

This includes correspondence being sent directly to the Agent.

Agent Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> <i>please specify</i>		
Given names			
Family name			
Postal address			
<i>For overseas residents please attach a separate address label in your language</i>	Suburb	State	Post/Zip code
	City	Country	
Agent's phone	()		
Agent's email			

Applicant Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> <i>please specify</i>		
Given names			
Family name			
Date of birth	DD / MM / YYYY	Gender Female <input type="checkbox"/> Male <input type="checkbox"/> <small>(please tick <input checked="" type="checkbox"/> one)</small>	
Postal address			
<i>For overseas residents please attach a separate address label in your language</i>	Suburb	State	Post/Zip code
	City	Country	
Home phone	()		
Home email			

Signature of Applicant: _____

Date DD / MM / YYYY

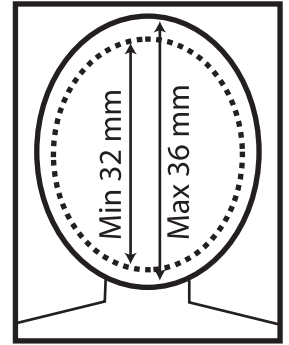
Part 5

Witness Declaration

The APPLICANT must attach two recent and identical passport size photos of themselves, endorsed and signed by the witness. The WITNESS must endorse the back of the photographs and complete the declaration below.

Photo Criteria:

- Two recent and identical photos 3.5 cm wide by 4.5 cm high (passport size), and in colour.
- Photos must be high quality. Low quality printed images will not be accepted.
- The witness must endorse the back of the photo by writing "This is a true photo of", the applicants name and signing.
- Photos must show head and top of shoulders close up.
- Photos must not obscure facial features with sunglasses, scarves or traditional headgear
- Photos must be no more than 6 months old.
- Attach the photos with removable adhesive tape or staple a small envelope and insert the photos.



ATTACH PHOTOS HERE
DO NOT STAPLE

Who can be a Witness - The witness must be 18 years of age or over, must **not** be related to the applicant by birth or marriage, and must not be in a defacto relationship with the applicant. The witness must be currently employed in one of the following professional or occupational groups:

- Members of the legal profession (solicitors, judges, magistrates)
- Full-time teachers (with a minimum of 5 years employment at a school or tertiary institution)
- Public Service Employee (State or Commonwealth with a minimum of 5 years service)
- NAATI Employee who sights one form of photo ID (passport or driver's license)
- Accountants
- Bank Managers
- Chartered Professional Engineers
- Clerks of Courts
- Dentists
- Justices of the Peace (JP)
- Pharmacists
- Registered Nurse, Medical Practitioner or Veterinary Surgeon
- Police Officers (with a minimum of 5 years continuous service)

Witness to complete and sign this part of the form

I, _____
(please print name),

am a _____
(print professional or occupational group from the list above)

I have held this position for _____ years

at _____
(print company name if applicable)

I declare that these photos are a true representation of _____
(print applicant's name)

You can contact me by phone on _____ or by email

at _____

Signature of Applicant:

Date / /

Signature of Witness:

Date / /

Part 6 Fees and Payment Details

All fees and charges are listed in Australian Dollars (\$AUD) and are valid from July 1 2011 to June 30 2012.

Fees (\$AUD)*	
Application Fee (non refundable) †	\$102.00
Accreditation Fee~	\$170.00

*Prices include Australian Goods and Services Tax (GST) where applicable.

†Only payable if this is your first application to NAATI

~This fee covers all accreditations sought in this application. If you have been recommended for multiple accreditations (eg. Professional Translator and Professional Interpreter) this fee will cover both.

All fees and charges are listed in Australian currency (\$AUD).

All prices are subject to change without notice.

IF YOU (OR ANOTHER INDIVIDUAL) ARE PAYING THE FEES COMPLETE PART 6A ONLY
IF AN ORGANISATION IS PAYING THE FEES ON YOUR BEHALF A REPRESENTATIVE OF THE ORGANISATION NEEDS TO COMPLETE PART 6B ONLY

Part 6A Payment by an Individual

NAATI does not accept personal cheques (only AMO, BANK CHEQUES and OVERSEAS DRAFTS)

Amount \$AUD: Payments must be made in Australian dollars, cheques and money orders to be made payable to NAATI

(Please tick one)

Australian Money Order
 Bank Cheque (a cheque purchased from a bank)
 Overseas Bank Draft
 Credit or Debit Card
 Cash (payable at any NAATI office)

Card details (Please tick one)

Visa
 MasterCard
 Amex
 Debit card (ONLY at a NAATI office)

Credit card number

Security number if requested

Expiry date

Card holder's name

Card holder's signature

Date / /

OFFICE USE ONLY	DATE RECEIVED:	DATE DISPATCHED:	
	CC <input type="checkbox"/> CHQ <input type="checkbox"/> AMO <input type="checkbox"/> CSH <input type="checkbox"/> DD <input type="checkbox"/> EFTPOS <input type="checkbox"/>	AMOUNT PAID:	
	ENTERED BY:	DATE:	
	RECEIPT NUMBER:	TRANSACTION NUMBER:	

Part 6B**Payment by an Organisation****Details of the organisation****This MUST be completed by the employer/supervisor or sponsor.**

Company/Department <i>e.g. Centrelink</i>			
Branch			
ABN			
Sponsor's or Supervisor's name			
Position			
Business address	Suburb	State	Post/Zip code
	City	Country	
Postal address	Suburb	State	Post/Zip code
	City	Country	
Phone number	()		
Fax number	()		
Email address			
Employer/Supervisor or Sponsor Signature	Signature: <input type="text"/>	Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Purchase Order Details

Purchase Order Number ►

(Please attach a copy of the purchase order)

NAATI WILL INVOICE THE ORGANISATION PER THE DETAILS PROVIDED ABOVE**Payment Details**

Amount \$AUD:	Payments must be made in Australian dollars, cheques and money orders to be made payable to NAATI		
<small>(Please tick <input checked="" type="checkbox"/> one)</small>			
<input type="checkbox"/> Australian Money Order	<input type="checkbox"/> Bank Cheque (a cheque purchased from a bank)	<input type="checkbox"/> Overseas Bank Draft	
<input type="checkbox"/> Credit or Debit Card	<input type="checkbox"/> Cash (payable at any NAATI office)	<input type="checkbox"/> Company Cheque (on invoice)	
<small>Card details (Please tick <input checked="" type="checkbox"/> one)</small>			
<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Amex	<input type="checkbox"/> Debit card (ONLY at a NAATI office)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
<small>Credit card number</small>		<small>Security number if requested</small>	<small>Expiry date</small>
Card holder's name			
Card holder's signature	Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Part 7

Application Form Checklist

- I have provided two passport photos **both** endorsed by a witness
- My witness has completed the Witness Declaration
- I have provided supporting documents as evidence of my eligibility for this application
- I have read and understood all the terms and conditions of my application
- I have attached Form M (if required)
- I have attached my purchase order (if required)
- I have attached the correct payment in Australian dollars (\$AUD) and filled in all the payment details
(NO PERSONAL CHEQUES)

Required if this is your first application to NAATI.

- I have provided a certified copy of my passport/driver's licence/proof of ID card
- I have provided all required certified copies of Australian citizenship/residency/birth certificates
- I have signed the declaration below

Declaration to be signed by applicant

- I declare the information provided in this application form is correct to the best of my knowledge.
- I declare I hold the qualification on which this application is based.
- I declare I have read and understood the information provided to me in this application form.
- I understand that if the fees for this application have been paid for by an organisation or sponsor that NAATI may provide information to that organisation about the outcome of this application.
- I understand the application fee accompanying this application is non-refundable.
- I acknowledge that by completing this form, I am providing personal information to NAATI. I agree that NAATI will collect, use, disclose and store my personal information in accordance with its Privacy Policy, available from http://www.naati.com.au/PDF/Misc/Privacy_Policy.pdf

Signature:

Date / /

Please return this form with correct payment to your nearest NAATI office or the following address

NAATI
PO Box 223
Deakin West ACT 2600
Australia

Remember that NAATI does not accept personal cheques. Only Australian Money Orders (AMO), Bank Cheques, Overseas Bank Drafts and credit cards.
You can pay with cash at any NAATI office.