



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)

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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 candidates)</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 Australian Residency Status

Are you an Australian citizen or resident?	<input type="checkbox"/> Yes I am an Australian permanent resident or citizen (attach documents) I have lived in Australia for Years <input style="width: 50px;" type="text"/> Months <input style="width: 50px;" type="text"/>		
	<input type="checkbox"/> No I am not an Australian resident or citizen My country of citizenship and residency is ▶ <input style="width: 150px; height: 25px;" type="text"/>		
If you have answered YES please provide the following proof of residency status	If this is your first application with NAATI then please attach a certified copy of ONE of the following: <ul style="list-style-type: none"> 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
- Skills Assessment for migration purposes
- 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 certified copies of:

- Qualification Certificate (Testamur)
- Academic Transcript

Course Details

Name of Educational Institution

Campus at which you studied

State

Name of approved course

Year started:

Year Completed*:

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.

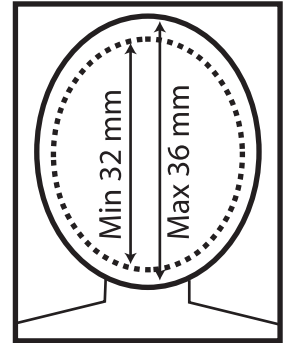
Part 4

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 two pieces of photo ID (passport and 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 your name),

have worked for _____ years at _____
(print company name),

as _____
(print job title)

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 5B

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 ► <input type="text"/>
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(Please attach a copy of the purchase order)

NAATI WILL INVOICE THE ORGANISATION PER THE DETAILS PROVIDED ABOVE

Payment Details

Amount \$AUD:	All payments must be made in Australian dollars		
<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 6

Application Form Checklist

- I have provided two passport photos **both** endorsed by a witness
- My witness has completed the Witness Declaration
- I have provided a certified copy of my qualification certificate (testamur)
- I have provided a certified copy of my academic transcript
- I have attached my work reference(s) (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

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.

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.