



Application for Accreditation by Testing

A FORM

OFFICE USE ONLY

AUS
NZ
OS

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 8 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	DD / MM / YYYY <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Gender Female <input type="checkbox"/> Male <input type="checkbox"/> <i>(please tick <input checked="" type="checkbox"/> one)</i>	
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 type="text"/> Months <input type="text"/>		
	<input type="checkbox"/> No I am not an Australian resident or citizen My country of citizenship and residency is ▶ <input 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 Test Details

For what purpose are you seeking NAATI Accreditation?

- A professional qualification
 Skills Assessment for migration purposes
 Other _____
 (Please specify)

Please nominate your preferred testing location

- ACT NSW NT QLD SA TAS VIC WA

Location in another country (Please specify) ►

Please note: If you do not provide a preferred location for testing then NAATI reserves the right to select a testing location for you based on the state or country specified in your postal address.

NAATI accreditation tests involve two languages - English and a Language Other Than English (LOTE)

What is the LOTE in which you wish to take the test?

Which test(s) do you wish to take?

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

Test Two (TO BE COMPLETED IF YOU ARE APPLYING FOR TESTING IN A SECOND LOTE)

What is the second LOTE in which you wish to take the test?

Which test(s) do you wish to take?

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

Test Three (TO BE COMPLETED IF YOU ARE APPLYING FOR TESTING IN A THIRD LOTE)

What is the third LOTE in which you wish to take the test?

Which test(s) do you wish to take?

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

*** This level of test is not available outside of Australia**
‡ This level of test is available only in limited languages

OFFICE USE ONLY	Language	L	T	E	Material
	Materials sent:	Office sent from:			

Part 4 Eligibility Requirements

NAATI requires evidence of your eligibility to sit the test. Acceptable documentation for the different levels of testing are detailed below. If you have been determined by NAATI to be eligible for this test(s) previously you do not need to re-provide documentation.

For Paraprofessional level testing

You need to meet **one** of the following eligibility criteria (please tick the criterion relevant to you):

- NAATI has provided written confirmation that I am eligible at the Professional level (no document required)
- I hold a NAATI Paraprofessional or Professional accreditation in another language (no document required)
- I hold a NAATI Language Aide or Recognition credential in the language I am requesting to be tested (no document required)
- I have completed the equivalent of four years of Australian secondary school (to year 10) (attach certified copy of document)
- I have completed post-secondary studies at the equivalent of Certificate Level 3 or greater (attach certified copy of document)
- I have work experience for more than two years as a translator or interpreter (attach certified copy of document)

For Professional level testing

You need to meet **one** of the following eligibility criteria (please tick the criterion relevant to you):

- I hold a NAATI Paraprofessional accreditation in the same language (no document required)
- I hold a NAATI Professional accreditation in this language (no document required)
- I hold a NAATI Professional accreditation in the same skill, but a different language (no document required)
- I hold a diploma (or higher) - in any field - from a recognised Vocational Education Training (VET) institution (attach certified copy of document)
- I hold a degree (or higher) - in any field - from a recognised higher education institution (attach certified copy of document)
- I have completed relevant subjects (i.e. in translating, interpreting or language studies) at post-secondary level (attach certified copy of document)
- For Professional Translator testing only, I have work experience for more than two years as a translator or interpreter (attach certified copy of document)

For Advanced Translator testing

You need to meet **all** of the following eligibility criteria:

- I hold a degree (or higher) - in any field - from a recognised higher education institution (attach certified copy of document)
- I hold a NAATI Professional Translator accreditation in the language and direction relevant to my application (no document required)
- I have provided employer reference(s) as evidence of work as a translator for a minimum of two years. Self employed practitioners need to provide a statutory declaration (attach reference(s) or statutory declaration)

Part 5 Language Proficiency

Have you sat an English proficiency test?

Yes ▼ *Please attach results* No

Name of test

IELTS ▼ Other Please specify
Academic General

What were your scores?

Listening	Speaking	Reading	Writing	Overall

Part 6**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 7.

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

This includes correspondence being sent directly to the Migration Agent.

Migration 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	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	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 / /

Part 7B**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:	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"/>	

TESTING POLICY

- The eligibility requirements for a specific level of testing must be met. This includes providing all the supporting documents required for the application.
- Candidates must normally sit within six weeks of being contacted to schedule a test date.
- A test fee must be paid each time a candidate sits a test.
- Candidates must attempt all parts of a test, including the ethics section.
- All test materials are and remain at all times the property of NAATI.
- NAATI provides each candidate with the test material for the sole purpose of taking the test, and on the condition that the test material is returned immediately upon the conclusion of the candidate's participation.
- NAATI does not release copies of test materials or copies of candidate responses to those test materials.
- All candidate translation test scripts and interpreter test recordings are retained by NAATI for nine months.
- Candidates should note that NAATI is not an "agency" as defined in the Freedom of Information Act. The Act also provides exemption for all examination materials.

TEST RESCHEDULING

Candidates who have received notification of their test date and time but need to reschedule an alternative appointment must contact NAATI in writing seeking consideration of their request. The written request must be received a maximum of one week after receipt of the test admission slip notifying the candidate of the date, time and location of the test.

A request for rescheduling later than one week after receipt of the test admission slip may not be able to be accommodated. Rescheduling will only be considered where there is a valid reason such as illness or issues with employers. Candidates may be asked to submit proof of such consideration when asking to change the scheduled test date.

A rescheduling fee will apply **every time** a test is rescheduled.

TEST RESCHEDULING FEE	Australia*	New Zealand	Other Countries
First reschedule	\$30.00	\$30.00	N/A ‡
Second reschedule	\$55.00	\$55.00	N/A ‡
Third and subsequent reschedule	\$80.00	\$80.00	N/A ‡

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

‡ Test re-scheduling not permitted

ILLNESS AND SITTING A NAATI TEST

Candidates who decide to sit for a NAATI test despite being ill must understand that their test will be marked on the same basis as for any other candidate.

Testing venues may be able to reschedule a test if provided with a medical certificate indicating the candidate is or was not well enough to sit on the scheduled date and covering the period when the candidate will not be medically fit to sit the test.

In the absence of a medical certificate indicating a candidate's incapacity to sit a test, NAATI will reschedule the test as soon as possible. Candidates who decide to cancel their test must forward a written explanation of the circumstances surrounding this withdrawal including a medical certificate in the case of ill health.

WITHDRAWING FROM A NAATI TEST

NAATI will consider each case for withdrawal on its merits. There are some circumstances, verifiable medical reasons for example, where NAATI will consider a full refund of a test fee. However in the absence of extenuating circumstances NAATI will apply a cancellation fee to any refund made.

- The Application fee paid is non-refundable.
- All requests for a refund of the test fee must be made to NAATI in writing with evidence supporting any claims made.
- A Cancellation fee will be applied as follows:

Refund requested prior to NAATI scheduling the test date.	25% of Test Fee
Refund requested before the scheduled test date but after NAATI schedules the test.	50% of Test Fee
Refund requested on or after the test date.	No Refund

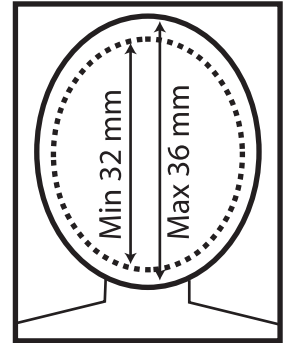
Part 9

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 10

Application Form Checklist

- I have provided two passport photos **both** endorsed by a witness
- My witness has completed the Witness Declaration
- I have provided evidence of my eligibility for the test(s)
- I have read and understood all the terms and conditions of my application
- 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 have read and understood the information provided to me in this application form.
- I declare I have read, understood and agree to the terms and conditions of sitting a NAATI test.
- 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 understand a rescheduling fee applies if I choose to reschedule a test.
- I understand that the rescheduling fee is non-refundable.
- I understand that NAATI reserves the right to conduct an alternative test if for any reason it is not satisfied with the original test conditions or procedures.
- I agree that, in accordance with the concept of confidentiality within the general code of ethics of the Translation and Interpreting profession, I will not disclose the contents of the test to any party.
- I understand a NAATI representative will advise me of the test date and time.
- I understand that each time I sit a NAATI test, a test fee must be paid.
- I understand that if I withdraw or do not sit the test a cancellation fee will be applied.

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.