



# Application for Accreditation

## by Overseas Qualification, Professional Association Membership or Advanced Standing

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**

- Two recent passport photos - both endorsed and signed by a witness *(see witness section at Part 5 of this form for further details)*
- A certified copy of your passport or Australian driver's licence *(only passports will be accepted from overseas candidates)*

**Is this your first application to NAATI?** Yes  **▶** *Please make sure you include the application fee if this your first application* No

**Title** Mr  Mrs  Ms  Miss  Other  *please specify*

**Given names**

**Family name**

**Other names you have been known by**  
*e.g. maiden name, preferred name*

**Date of birth**

D	D
---	---

 / 

M	M
---	---

 / 

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

**Gender** Female  Male   
(please tick  one)

**Country of birth**

**Postal address**

*For overseas residents please attach a separate address label in your language*

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?**  **Yes** I am an Australian permanent resident or citizen (attach documents)  
**I have lived in Australia for** Years  Months

**No** I am not an Australian resident or citizen  
**My country of citizenship and residency is**

**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:

- 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)

**Accreditation Details**

Language		<i>For additional languages photocopy this page and attach it to the application.</i>
<b>Accreditation(s) applied for</b>	<input type="checkbox"/> Professional Translator into English*‡	
	<input type="checkbox"/> Professional Translator from English*‡	
	<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*
	<input type="checkbox"/> Advanced Translator (Senior) into English‡^	<input type="checkbox"/> Conference Interpreter (Senior) into English‡^
	<input type="checkbox"/> Advanced Translator (Senior) from English‡^	<input type="checkbox"/> Conference Interpreter (Senior) from English‡^

\* Available based on Overseas Qualification(s)

‡ Available based on Professional Association Membership

^ Advanced Standing

**Language Details**

NAATI uses the definitions provided by the Association Internationale des Interpretes de Conference (AIIC). The working languages of translators and interpreters are classified under the categories 'A', 'B' and 'C' defines as follows:

**Active languages:**

Active languages are those languages into which the interpreter works. An active language can be one of two kinds:

*A Language:* The interpreter's mother tongue (or another language strictly equivalent to a mother tongue), into which s/he interprets from all other working languages.

*B Language:* A language into which the interpreter works from one or more of her/his other languages and which, although not a mother tongue, is a language of which s/he has perfect command.

**Passive languages**

*C Language:* Passive languages are those languages of which the interpreter has complete understanding and from which s/he interprets. These are what interpreters call their C languages, according to AIIC classification.

Please complete below

<b>'A' Language(s)</b>	
<b>'B' Language(s)</b>	
<b>'C' Language(s)</b>	

For applications based on:

1. an overseas qualification complete Part 3A only.
2. a membership of a professional association complete Part 3B only.
3. Advanced Standing complete Part 3C only.

## Course Details

Name of Educational Institution

Address of Institution

Suburb

State

Post/Zip code

City

Country

Name of qualification

Year started:





Year Completed\*:





Normal length of course

Years

Semesters/Terms

Length of semester/term

Weeks

*\*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.*

You will need to provide certified copies of:

1. Proof of qualification (eg. degree certificate, testamur)
2. Transcript of academic record showing units of study and scores achieved
3. Evidence of number of contact hours in each unit

## Work Experience

Please note: 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.

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.

**Part 3B****Membership of a Professional Association****Membership Details****Name of Institution****Address of Institution**

Suburb

State

Post/Zip code

City

Country

**Type of membership**

Membership first gained:

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

Membership expires (if applicable):

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

You will need to provide a certified copy of proof of the membership held.

**Part 3C****Advanced Standing**

Accreditation is available **only** at the Advanced Translator (Senior) and Conference Interpreter (Senior) levels.

I am applying for Conference Interpreter (Senior) and have provided **one of the following**:

- Evidence of full-time employment, for a minimum of five of the last seven years, as a an interpreter by a recognised international organisation of the United Nations family and/or the European Union.
- Evidence of freelance engagement with a minimum of 150 documented working days as a Conference interpreter.
- Five peer endorsements, in the form of written references from AIIC member(s) or member(s) of another organisation deemed appropriate by NAATI, or a practitioner accredited by NAATI at the Conference Interpreter level or above, who is qualified in the same language combination for which I am seeking accreditation.

I am applying for Advanced Translator (Senior) and have provided **one of the following**:

- Evidence of full-time employment, for a minimum of five of the last seven years, as a a translator or translation editor by a recognised international organisation of the United Nations family and/or the European Union.
- Evidence of translation of 1 million words into a European language, or 4000 double spaced pages (25 lines per page) from or into an Asian language.  
Statutory Declaration stating sole authorship of the works translated in accordance with the Vancouver Protocol on sole authorship (for more information contact NAATI)  
Five peer endorsements, in the form of written references from AITC member(s) or member(s) of another organisation deemed appropriate by NAATI, or a practitioner accredited by NAATI at the Advanced Translator level or above, who is qualified in the same language combination for which I am seeking accreditation.  
Three translations (at the Advanced Translator standard) for evaluation by an overseas assessor.  
Statutory Declaration stating sole authorship of the translations selected for assessment in accordance with the Vancouver Protocol on sole authorship (for more information contact NAATI)

**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 Assessment of Overseas Qualification. This includes correspondence being sent directly to the Migration Agent.

**Migration Agent Details**

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

**Applicant Details**

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

Signature of Applicant:
-------------------------

 Date   /   /

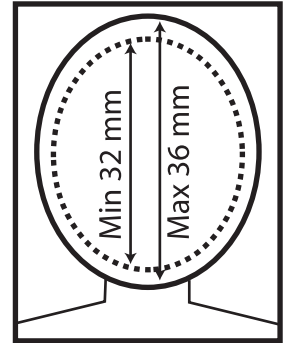
## Part 5

## 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 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 6B

## Payment by an Organisation

### Details of the organisation

This **MUST** be completed by the employer/supervisor or sponsor.

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

(Please attach a copy of the purchase order)

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

### Payment Details

Amount \$AUD:	<b>All payments must be made in Australian dollars</b>		
<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>
<b>Card holder's name</b>			
<b>Card holder's signature</b>	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 the evidence required to support the accreditation(s) applied for
- 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 or membership 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.
- The overseas assessment fee is non-refundable, whether the outcome is positive or negative, unless the application is withdrawn from assessment either by the applicant or by NAATI prior to the commencement of formal assessment.
- 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.