



Application for NAATI Recognition

R FORM
OFFICE
USE ONLY
NIP
OTHER

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	<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: 20px;" 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

Recognition Details

Language One		
Recognition(s) applied for	<input type="checkbox"/> Translator into English <input type="checkbox"/> Translator from English	<input type="checkbox"/> Interpreter
Language Two		
Recognition(s) applied for	<input type="checkbox"/> Translator into English <input type="checkbox"/> Translator from English	<input type="checkbox"/> Interpreter
Language Three		
Recognition(s) applied for	<input type="checkbox"/> Translator into English <input type="checkbox"/> Translator from English	<input type="checkbox"/> Interpreter

To be awarded NAATI Recognition you must provide evidence of:

1. English proficiency
2. Work experience
3. Training

Part 3A English Proficiency

Have you sat an English proficiency test?	Yes <input type="checkbox"/> ▼ <i>Please attach results</i>	No <input type="checkbox"/>										
	Name of test IELTS <input type="checkbox"/> ▼ Other <input type="checkbox"/> Please specify <input type="text"/> Academic <input type="checkbox"/> General <input type="checkbox"/>											
What were your scores?	<table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Listening</th> <th>Speaking</th> <th>Reading</th> <th>Writing</th> <th>Overall</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Listening	Speaking	Reading	Writing	Overall					
Listening	Speaking	Reading	Writing	Overall								
Have you passed a NAATI Accreditation Test?	Yes <input type="checkbox"/> ▼ <i>Please specify below</i>	No <input type="checkbox"/>										
Have you completed any education equivalent to year 12 or below in an English speaking country?	Yes <input type="checkbox"/> ▼ <i>Please attach evidence and provide details below</i>	No <input type="checkbox"/>										

Part 3B

Work Experience

Do you have current work experience translating and/or interpreting?

Yes ▼

No ▼

On what basis?

Full time Part time
Contract Casual

Without work experience in the Translation or Interpreting industry you are not eligible for NAATI Recognition.

NAATI requires a **minimum of two** work referees indicating current work experience for each skill (translating or interpreting) and language from an employer or community group. At least one of these references must be provided by a Translation/Interpreting Service Provider (eg. Centrelink, TIS, OnCall Interpreting).

Each referee must:

1. Complete the referee section at Part 4 of this form.
2. Provide an original or certified copy of a letter from the referee on the organisation's letterhead clearly stating the referee's full name, job title and contact details (including a business telephone number). This letter must be signed by the referee.

Where this application for Recognition is for more than one language, Part 4 of this form **must be completed for each language**. If needed Part 4 should be photocopied and the additional pages attached to this document.

Part 3C

Training

For Recognition to be granted candidates must complete the NAATI online course 'Introduction to Interpreting' or an equivalent program accepted by NAATI or hold a NAATI Accreditation in the same skill (interpreter or translator) as the Recognition application is being made.

Examples of equivalent programs recognised by NAATI include:

- NAATI workshops in Translation or Interpreting delivered by NAATI state offices
- T & I Preparatory courses offered by tertiary institutions

If you are unsure of whether a training program will meet NAATI's criteria please contact the NAATI National Office.

Have you completed the NAATI online 'Introduction to Interpreting' course?

Yes ▼

Date of completion:

/ /

Please go to Part 4.

No ▼ Please complete below.

I have completed another **NAATI** workshop (Please provide evidence) ▼

I have completed an equivalent training program. ▼

I hold a NAATI Accreditation

Name of the organisation that delivered the training program

Name of training program

How long was the program?

days

OR

hours

Program attendance

Commencement date

/ /

Completion date

/ /

Part 4

Referee for NAATI Recognition

Referee One	This is an official reference form for NAATI Recognition. In addition to this form, candidates must attach an original or certified copy of a letter from the referee on the organisation's letterhead clearly stating the referee's full name, job title and contact details (including a business telephone number). This letter must be signed by the referee.
Applicant's NAATI number (if known)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Applicant's given names	<input type="text"/>
Applicant's family name	<input type="text"/>
Applicant's 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"/>

I, _____ of _____
 (please print your name) (insert organisation and job title)

have been asked to provide a reference for the above named applicant for NAATI Recognition.

Details of Work Experience

Language worked in	
Work undertaken	Translation into English <input type="checkbox"/> ▼ Months contracted/employed <input type="text"/> Number of assignments <input type="text"/> Translation from English <input type="checkbox"/> ▼ Months contracted/employed <input type="text"/> Number of assignments <input type="text"/> Interpreting <input type="checkbox"/> ▼ Months contracted/employed <input type="text"/> Number of assignments <input type="text"/>
Nature of applicant's work for your organisation	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Contract <input type="checkbox"/> Casual <input type="checkbox"/> Voluntary <input type="checkbox"/>
Areas of work undertaken	Medical <input type="checkbox"/> Legal <input type="checkbox"/> Immigration <input type="checkbox"/> General <input type="checkbox"/> Other <input type="checkbox"/>

It is important that anyone providing a Referee for NAATI Recognition declares any relationship to the applicant. If you have any relationship to the applicant please provide details here. ▼

Based on the information provided, I believe this candidate would be suitable for NAATI Recognition.

Signature: Date / /

Part 4 Referee for NAATI Recognition

Referee Two	This is an official reference form for NAATI Recognition. In addition to this form, candidates must attach an original or certified copy of a letter from the referee on the organisation's letterhead clearly stating the referee's full name, job title and contact details (including a business telephone number). This letter must be signed by the referee.
Applicant's NAATI number (if known)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Applicant's given names	<input type="text"/>
Applicant's family name	<input type="text"/>
Applicant's 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"/>

I, _____ of _____
 (please print your name) (insert organisation and job title)

have been asked to provide a reference for the above named applicant for NAATI Recognition.

Details of Work Experience

Language worked in	
Work undertaken	Translation into English <input type="checkbox"/> ▼ Months contracted/employed <input type="text"/> Number of assignments <input type="text"/> Translation from English <input type="checkbox"/> ▼ Months contracted/employed <input type="text"/> Number of assignments <input type="text"/> Interpreting <input type="checkbox"/> ▼ Months contracted/employed <input type="text"/> Number of assignments <input type="text"/>
Nature of applicant's work for your organisation	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Contract <input type="checkbox"/> Casual <input type="checkbox"/> Voluntary <input type="checkbox"/>
Areas of work undertaken	Medical <input type="checkbox"/> Legal <input type="checkbox"/> Immigration <input type="checkbox"/> General <input type="checkbox"/> Other <input type="checkbox"/>

It is important that anyone providing a Referee for NAATI Recognition declares any relationship to the applicant. If you have any relationship to the applicant please provide details here. ▼

Based on the information provided, I believe this candidate would be suitable for NAATI Recognition.

Signature: Date / /

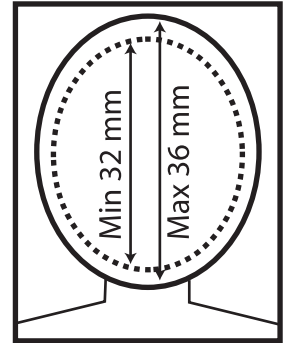
Part 5

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 6 Fees and Payment Details

All fees and charges are listed in Australian Dollars (\$AUD) and are valid from July 1 2009 to June 30 2010.

Fees (\$AUD)*	
Application Fee (non refundable) †	\$95.00
Each Application	\$173.00

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE

*Prices include Australian Goods and Services Tax (GST) where applicable
 †Only payable if this is your first application to NAATI

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:	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		
<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"/>
Credit card number		Security number if requested	Expiry date
Card holder's name			
Card holder's signature	Date		<input type="text"/>

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 ► <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	<input type="checkbox"/> Company Cheque (on invoice)	
Card details <small>(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 had two referees complete Parts 4A and 4B
- 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 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.