



Application for NAATI Accreditation by Testing

Please use blue or black ball point pen to complete this form.

Please print in block letters

Read this form carefully before proceeding

Personal Details

Part 1

Please provide the following proof of identification

	<ul style="list-style-type: none"> Two recent passport photos - verified and signed by a witness <i>(see witness section at the end of this form for further details)</i> A certified copy of a current driver's licence, passport or ID card <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</i>	No <input type="checkbox"/>										
Are you requesting to be Reinstated?	Yes <input type="checkbox"/> ►	<i>Please refer to the section on NAATI testing policy for information on reinstatement</i>	No <input type="checkbox"/>										
NAATI Number: <i>(if known, 5 or 6 digit number)</i>	<table border="1"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
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 name													
Family name													
Other names you have been known by <i>e.g. maiden name, preferred name</i>													
Date of Birth	<table border="1"> <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										
	Country												
Home phone	()	Business phone	()										
Home fax	()	Business fax	()										
Home mobile	()	Business mobile	()										
Home email													
Business email													

Part 2

Provide details on Australian residency status

Are you an Australian citizen or resident? <i>An Australian resident or citizen is someone who is</i> <ul style="list-style-type: none"> An Australian citizen by birth Someone who has taken Australian citizenship or The holder of a permanent resident visa 	<input type="checkbox"/> Yes I am an Australian resident or citizen <i>If this is your first application with NAATI then please attach a certified copy of your Australian passport, visa, citizenship certificate or Australian birth certificate.</i>				
	I have lived in Australia for <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"></td> <td style="width: 20%; text-align: center;">Years</td> <td style="width: 20%; text-align: center;">Months</td> </tr> </table>				Years
	Years	Months			
	<input type="checkbox"/> No I am not an Australian resident or citizen My country of citizenship and residency is ▼				
	<div style="text-align: right;">▼</div>				

Proof of Eligibility

Part 3 Provide academic records

Please provide certified copies of academic records if this is your **first** application to NAATI. Please provide certified translations of non-English documents.

DO NOT SEND ORIGINALS AS NAATI DOES NOT RETURN DOCUMENTS

Highest level of education	Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> Post Graduate <input type="checkbox"/>
Highest qualification obtained	
Name of Institute	
Country of Institute	
Number of years attending course	
Evidence of any other relevant qualifications and/or experience	

Part 4 Employment History

Does your present/past employment involve translating/interpreting duties?	Yes <input type="checkbox"/> <i>Please attach written references</i>	No <input type="checkbox"/>	
	On what Basis? Full time <input type="checkbox"/> Part time <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/>		
Employment details	Employer	Start date	Finish date
<i>Please attach written references if applying for paraprofessional testing</i>			

Part 5 Language Proficiency

Have you been involved in translation and/or interpreting within the community?	Yes <input type="checkbox"/> <i>Please attach written references</i> <i>Please specify your involvement</i>	No <input type="checkbox"/>
Have you sat the IELTS Test?	Yes <input type="checkbox"/> ► Academic <input type="checkbox"/> or General <input type="checkbox"/>	Overall score _____ <i>Please attach results</i>
	What were your scores?	
	Listening _____ Reading _____ Writing _____ Speaking _____	
	No <input type="checkbox"/>	
Have you passed a NAATI Language Aide Test?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Language Accreditation

Part 6

Language Accreditation

If applying for a test in more than two (2) languages in combination with English please attach a separate page with language details

For what purpose are you seeking NAATI Accreditation?

- A professional qualification
 Migration/Permanent residency
 Other _____
(Please specify)

Please nominate your preferred testing location

Please refer to the section on testing locations in Australia & New Zealand and IDP International

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.

Please send me a copy of the Manual for Candidates

Yes

No

The Candidate's Manual is available on the NAATI website www.naati.com.au

Language One

In which language do you wish to sit the test?

What level of test do you wish to sit?

** Tests are not available outside of Australia*

‡ Tests are available only in limited languages

- | | |
|---|--|
| <input type="checkbox"/> Paraprofessional Translator *‡ | <input type="checkbox"/> Translator |
| <input type="checkbox"/> Paraprofessional Interpreter * | <input type="checkbox"/> Advanced Translator * |
| <input type="checkbox"/> Interpreter | ▼ |

Language direction for Translation

- Translation to English Translation from English Both directions

I would like to sit the test...

- in the Annual Testing Program in Australia or New Zealand
 as a Special On-Demand Test in Australia or New Zealand
 at an overseas location

Language Two

In which language do you wish to sit the test?

What level of test do you wish to sit?

** Tests are not available outside of Australia*

‡ Tests are available only in limited languages

- | | |
|---|--|
| <input type="checkbox"/> Paraprofessional Translator *‡ | <input type="checkbox"/> Translator |
| <input type="checkbox"/> Paraprofessional Interpreter * | <input type="checkbox"/> Advanced Translator * |
| <input type="checkbox"/> Interpreter | ▼ |

Language direction for Translation

- Translation to English Translation from English Both directions

I would like to sit the test...

- in the Annual Testing Program in Australia or New Zealand
 as a Special On-Demand Test in Australia or New Zealand
 at an overseas location

OFFICE USE ONLY	Language	L	T	E	Material
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Candidate Manual Sent <input type="checkbox"/> Date Sent:			Office sent from		

Terms and Conditions

Scheduling

Annual Testing Program	Translation tests are conducted each year in November. Interpreting tests are conducted between March and June of each year.
Special On-Demand in Australia and New Zealand	Within three (3) weeks of submitting the form, the NAATI office in the State/Territory where candidates have specified to sit the Special On-Demand Test will contact them to arrange a date, time and location for their test. Confirmation of these details is sent in writing. Candidates must sit their test within four (4) weeks of being first contacted by the NAATI State/Territory manager.
Special On-Demand at an overseas location	From the time NAATI receives the application it takes approximately four (4) weeks to assess the application and arrange the test. Incomplete applications will delay the process. The test must be conducted within six (6) weeks after notification by the Test centre. Failure to sit the test will result in a rescheduling and/ or cancellation fee. <i>Refer to section 12 and 15.10 of the Manual for Candidates*.</i>
Application Fee	All new applicants must pay the non-refundable application fee. This is separate to the test fees

Rescheduling, Cancellation, Withdrawal and Refund

Annual Testing Program	<ul style="list-style-type: none">• A test rescheduling fee will apply if a candidate reschedules the test after notification of the test date. <i>Refer to section 12 of the Manual for Candidates*.</i>• Cancellation of a test prior to the notification will incur a cancellation fee of 20% of the test fee. Cancellation of a test after the test notification will incur a cancellation fee of 30% of the test fee. Non attendance on the prescribed test date without notification will incur a cancellation fee of 50% of the test fee.• Candidates who decide to withdraw from a test should forward their request in writing to the State/Territory office as soon as possible. A written explanation of the circumstances surrounding the withdrawal should be attached.• The application fee, late fee and rescheduling fee are non-refundable.• A refund is not available if requested one month or more after the test date.
Special On-Demand in Australia and New Zealand	<ul style="list-style-type: none">• A test rescheduling fee will apply if a candidate reschedules the test after notification of the test date. Candidates rescheduling/deferring the test due to unforeseen circumstances or who provide a medical certificate may be offered an alternative test date. <i>Refer to section 12 of the Manual for Candidates*.</i>• Cancellation of a test prior to the notification will incur a cancellation fee of 25% of the test fee. Cancellation of a test after the test notification will incur a cancellation fee of 35% of the test fee. Cancellation of a test within one (1) month after the test date will incur a cancellation fee of 50% of the test fee.• Non attendance on the prescribed test date without notification will incur a cancellation fee of 50% of the test fee.• The application fee, late fee and rescheduling fee are non-refundable.• A refund is not available if requested one month or more after the test date.
Special On-Demand at an overseas location	<ul style="list-style-type: none">• Candidates rescheduling/deferring the test due to unforeseen circumstances or who provide a medical certificate may be offered an alternative test date. <i>Refer to section 12 of the Manual for Candidates*.</i>• Cancellation of a test prior to the notification will incur a cancellation fee of 25% of the test fee. Cancellation of a test after the test notification will incur a cancellation fee of 35% of the test fee. Cancellation of a test within one (1) month after the test date will incur a cancellation fee of 50% of the test fee.• Non attendance on the prescribed test date without notification will incur a cancellation fee of 50% of the test fee.• The application fee, late fee and rescheduling fee are non-refundable.• A refund is not available if requested one month or more after the test date.

Testing Policy

Each time a candidate sits a test, the test fee must be paid.

Candidates must attempt all required tasks, including the ethics questions on each test.

All NAATI exam papers and tapes are and remain at all times the property of NAATI. At the examination, NAATI provides each candidate with the exam paper for the sole purpose of taking the examination, and on the condition that the exam paper/tape is returned immediately upon the conclusion of the candidate's participation in the examination.

NAATI does not return answer papers/tapes to candidates, nor does it release copies of exam papers/tapes. All candidate translation test scripts and interpreter test tapes are retained by NAATI for nine months, after which they are destroyed.

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.

*A copy of the Manual for Candidates is available on the NAATI website at www.naati.com.au

Witness and Applicant Declarations

Photo 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)

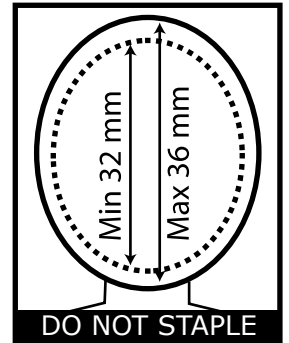
I declare that these photos are a true representation of _____
(print applicant's name)

You can contact me by phone on _____ or by email

at _____

Signature of witness:

Date / /



Show head and top of shoulders close up. Do not obscure facial features with sun glasses, scarves or traditional head gear

PLEASE ATTACH PHOTOS WITH REMOVABLE ADHESIVE TAPE OR STAPLE A SMALL ENVELOPE TO THE APPLICATION AND THEN INSERT YOUR PHOTOS

Witness Criteria - 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 de-facto relationship with the applicant. The witness must **endorse the back of both photographs**. The witness must be currently employed in one of the following professional or occupational groups:

- Accountants
- Bank Managers
- Chartered Professional Engineers
- Clerks of Courts
- Dentists
- Justices of the Peace (JP)
- Pharmacists
- Registered Nurses
- Registered Medical Practitioners
- Registered Veterinary Surgeons
- Police Officers (with a minimum of 5 years continuous service)
- 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, driver's license, photo ID card etc) Australian student ID cards are not acceptable.

Photo Criteria:

- Two recent 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.
- Photos should be witnessed and the witness declaration completed.
- Photos should be no more than 6 months old.

The photos should comply with all other requirements as outlined at <http://www.passports.gov.au/web/requirements/photos.aspx>

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 information booklet.
- I declare I have read, understood and agree to the terms and conditions of sitting a NAATI Accreditation test.
- I understand the application fee accompanying this application is non-refundable.
- I understand that late fees are incurred if the application or test acceptance is lodged after the closing date(s).
- I understand a rescheduling fee applies if I choose to reschedule the test.
- I understand that the late fee, test fee and 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.

Signature of applicant:

Date / /

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

NAATI
PO Box 4040
Hawker, ACT 2614
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.

REMINDER: SENDING CASH THROUGH THE POST IS ILLEGAL IN AUSTRALIA!