



## Part 3

## Application Details

**For what purpose are you seeking NAATI Accreditation?**

- A professional qualification
- Credentialed Community Language points
- Skills Assessment for migration purposes\*  
I am submitting Form M with this application  YES  NO  
\*If you wish NAATI to provide an opinion on your overseas translating or interpreting Educational Qualification or Skilled Employment for the purpose of claiming points under the post 1 July 2011 points test, you will also need to complete Form M.
- Other \_\_\_\_\_  
(Please specify)

## Language Proficiency

Applicants must provide evidence of English proficiency with their application. Please refer to the *Accreditation by Overseas Qualification, Professional Association Membership or Advanced Standing* information booklet for English proficiency requirements.

Applicants must hold an English proficiency test score recognised by NAATI.

**Have you sat an English proficiency test within the last 2 years?**

Yes  ▼ Please attach results

No

**Name of test**

IELTS (Academic)  ▼ Other\*  ▼ Please specify

**What were your scores?**

Listening	Speaking	Reading	Writing	Overall

\*For information about English proficiency tests other than IELTS tests recognised by NAATI and to determine score equivalency between IELTS test scores and other English proficiency test scores, please visit the Department of Immigration and Border Protection's website.

To claim exemption from the English proficiency test requirement you must attach evidence of ALL of the following:

- completion of entire secondary education (equivalent to Australian Secondary Education Year 12) in an English-medium education system in a country where English is one of the official languages; and
- completion of tertiary education in an English-medium education system in a country where English is one of the official languages.

Applicants requesting exemption should be aware that the QAAC may still request completion of an English proficiency test.

## Language Details

NAATI bases its language classifications on the definitions and framework established by Association Internationale des Interprètes de Conférence (AIIC). These have been adapted to make them applicable for both translating and interpreting.

### Active languages:

The language(s) into which the interpreter/translator is capable of providing professional interpretation or translation.

A language: The interpreter's/translator's native language (or another language strictly equivalent to a native language), into which the interpreter/translator works from all her or his other languages.

B language: A language other than the interpreter's/translator's native language, of which she or he has a perfect command and into which she or he works from one or more of her or his other languages.

### Passive languages:

Passive languages are the languages out of which the interpreter/translator is capable of interpreting or translating professionally.

C language: The language(s) of which the interpreter/translator has a complete understanding and from which she or he works.

Please complete below

**'A' Language(s)**

**'B' Language(s)**

**'C' Language(s)**

## Accreditation Details

Language

*For additional languages photocopy this page and attach it to the application.*

**Please choose one of the pathways only, and tick the Accreditation(s) for which you wish to apply via the pathway.**

### 1. Pathway: Overseas Qualification(s)

- Professional Translator into English
- Professional Translator from English
- Advanced Translator into English
- Advanced Translator from English
- Conference Interpreter into English
- Conference Interpreter from English

**→ Please complete Part 3A of this form.**

### 2. Pathway: Advanced Standing

- Conference Interpreter into English
- Conference Interpreter from English
- Conference Interpreter (Senior) into English
- Conference Interpreter (Senior) from English
- Advanced Translator (Senior) into English
- Advanced Translator (Senior) from English

**→ Please complete Part 3B1 of this form.**

**→ Please complete Part 3B2 of this form.**

**→ Please complete Part 3B3 of this form.**

### 3. Pathway: Professional Association Membership

- Professional Translator into English
- Professional Translator from English
- Advanced Translator (Senior) into English
- Advanced Translator (Senior) from English
- Conference Interpreter (Senior) into English
- Conference Interpreter (Senior) from English

**→ Please complete Part 3C of this form.**

### Course Details

<b>Name of Educational Institution</b>			
<b>Address of Institution</b>			
	Suburb	State	Post/Zip code
	City	Country	
<b>Name of qualification</b>			

Year started:  Y  Y  Y  YYear Completed\*:  Y  Y  Y  Y**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.*

I have provided certified copies of:

- Proof of qualification (e.g. degree certificate, testamur)
- Transcript of academic record showing units of study and scores achieved (in percentage, or official information about the grading system must be provided)
- Evidence of number of contact hours in each unit.
- Work references (if it is more than three years from your graduation date)

Please refer to the Accreditation by Overseas Qualification, Professional Association Membership or Advanced Standing information booklet for details on these requirements.

### Work Experience

If you completed the overseas qualification more than three years before the application is made, you must provide evidence of sufficient regular and continuous work experience in the field of translating and/or interpreting. The work experience must cover the period from course completion until lodgement of the application. You must provide evidence of this work experience in the form of reference letters, each of which must clearly state:

- name, contact details and position of the person providing the reference
- company/organisation you worked for
- description of the position held and demonstration that the work has been in the language and skill, i.e. translating and/or interpreting, and on the level for which you are applying for Accreditation.
- period of employment
- regularity of work.

If you have been self-employed, a statutory declaration must be provided which provides information about the period of self-employment, the regularity of work, the language and skill you worked in. You must also provide evidence, e.g. business registration information or contracts, to support your claim.

### 1. I am applying for Conference Interpreter Accreditation based on the following three criteria:

#### Current Accreditations

I hold a NAATI Professional Interpreter Accreditation in the same language for which I am applying for Conference Interpreter Accreditation.

Yes

No  You are not eligible to apply for Conference Interpreter Accreditation through this pathway.

#### Completion of a Tertiary Qualification

I have completed a formal tertiary qualification in any field.

Yes

No  You are not eligible to apply for Conference Interpreter Accreditation through this pathway.

You will need to provide certified copies of proof of your qualification (e.g. degree certificate, testamur).

#### Work Experience

Any information about interpreting work provided must relate specifically to conference interpreting, i.e. interpreting work at international conferences, summits, negotiations and bilateral or multilateral meetings between members of governments on specific topics. Interpreting work in other contexts, e.g. at seminars or business meetings, can not be considered for Accreditation at Conference Interpreter level.

I confirm I am currently actively working as a conference interpreter and have provided the following to demonstrate my claim:

Proof of Work Experience: Evidence of a total of at least 75 days work experience for each language direction for which I am seeking NAATI Accreditation, including at least 50 days work experience in the simultaneous mode.

Acceptable evidence includes official documentation such as contracts or letters confirming the appointment and must provide specific information about the language and direction, the number of work days and timeframe, the interpreting mode, and the topic(s) and nature of the conference/summit/negotiation. Personal documentation, such as a diary and peer references, do not constitute adequate evidence of work experience.

AND

References from Peers: Work references from at least three individual peers who have worked with me at conference interpreting level within the previous five years and can vouch for the quality of work provided for each language direction for which I am seeking NAATI Accreditation, including evidence that the referees are conference interpreters holding AIIC membership, NAATI Conference Interpreter (Senior) Accreditation and/or NAATI Conference Interpreter Accreditation in the same languages for which I am seeking NAATI Accreditation. At least one of the referees has the same 'A' language as me. The references provide detailed information about the conference interpreting work I have provided and at what level I have performed the work, including information about my work ethics.

AND

References from Employers: Work references from employers, e.g. senior representatives of international organisations or government departments, for whom I have worked, i.e. interpreted, at conference interpreting level within the previous five years and who can vouch for the quality of work provided for each language direction for which I am seeking NAATI Accreditation. The references provide detailed information about the conference interpreting work I have provided and at what level I have performed the work, including information about my work ethics.

## 2. I am applying for Conference Interpreter (Senior) and have provided:

- Three peer endorsements, in the form of written references from AIIC members, or from members of any other organisation deemed equivalent to AIIC by NAATI (i.e. the organisation is internationally recognised, has an accessible membership register and rigorous entry requirements that include an assessment of evidence of work experience at an appropriate level), or from a practitioner accredited by NAATI at the Conference Interpreter level or above, who is qualified in the same language combination as that which is being applied for.

### AS WELL AS ONE OF THE FOLLOWING:

- Evidence of full-time employment, for a minimum of five of the last seven years, as an interpreter by a recognised international organisation of the United Nations family and/or the European Union, Interpol or North Atlantic Treaty Organization (NATO).
- Evidence of freelance engagement with a minimum of 150 documented working days as a Conference interpreter.

## 3. 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 translator or translation editor by a recognised international organisation of the United Nations family, European Union, Interpol or North Atlantic Treaty Organization (NATO).

- 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)

Three peer endorsements, in the form of written references from AITC members, or from members of any other organisation deemed equivalent to AITC by NAATI (i.e. the organisation is internationally recognised, has an accessible membership register and rigorous entry requirements that include an assessment of evidence of work experience at an appropriate level), or from a practitioner accredited by NAATI at the Advanced Translator level or above, who is qualified in the same language combination as the applicant.

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 3C Membership of a Professional Association

### Membership Details

<b>Name of Institution</b>			
<b>Address of Institution</b>			
	Suburb	State	Post/Zip code
	City	Country	
<b>Type of membership</b>			

Membership first gained:

Membership expires (if applicable):

You will need to provide a certified copy of proof of the membership held. If your application is based on a membership of the Chartered Institute of Linguists you will also need to provide evidence you have achieved a Diploma of Translation or Diploma in English and Chinese Translation from the Institute.

**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** 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 Agent.

**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   /   /

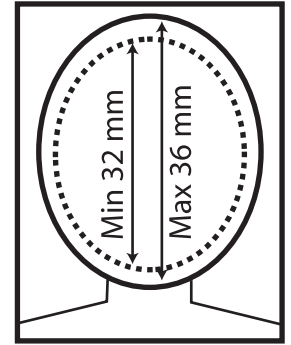
## Part 5

## 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 passport photos. 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 applicant's name and signing and dating.
- 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 one form of photo ID (passport or 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 name),

am a \_\_\_\_\_  
(print professional or occupational group from the list above)

I have held this position for \_\_\_\_\_ years

at \_\_\_\_\_  
(print company name if applicable)

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 2015 to June 30 2016.

Fees (\$AUD)*	
Application Fee (non refundable) †	\$139.00
Assessment Fee	\$1087.00

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

†Only payable if this is your first application to NAATI

All fees and charges are listed in Australian currency (\$AUD).

All prices are subject to change without notice.

**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: Payments must be made in Australian dollars, cheques and money orders to be made payable to NAATI

(Please tick  one)

Australian Money Order   
  Bank Cheque (a cheque purchased from a bank)   
  Overseas Bank Draft  
 Credit or Debit Card   
  Cash (payable at any NAATI office)

Card details (Please tick  one)

Visa   
  MasterCard   
  Amex   
  Debit card (ONLY at a NAATI office)

Credit card number

Security number if requested

Expiry date

Card holder's name

Card holder's signature

Date   /   /

<b>OFFICE USE ONLY</b>	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.**

<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**

<b>Amount \$AUD:</b>	Payments must be made in Australian dollars, cheques and money orders to be made payable to NAATI		
<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 supporting documents as evidence of my eligibility for this application
- I have read and understood all the terms and conditions of my application
- I have attached Form M (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
- 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 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.
- I understand that should I be successful, ongoing Accreditation is contingent on ethical behaviour and meeting the Revalidation criteria.
- I acknowledge that, by completing this form, I have read and understood the NAATI Privacy Policy available at [www.naati.com.au/PDF/Misc/Privacy\\_Policy.pdf](http://www.naati.com.au/PDF/Misc/Privacy_Policy.pdf), which explains:
  - how and why NAATI collects, manages and uses my personal information;
  - to whom NAATI may disclose my personal information (including to overseas recipients if I ask to be tested at an overseas venue);
  - how I can access and request correction of my personal information which NAATI holds; and
  - how I can complain about a breach of the Australian Privacy Principles by NAATI.
- I understand NAATI will use the personal information collected in this form (plus any further personal information that I provide to NAATI as part of my application) to process my application, administer tests to me, and determine and record the outcome of my application. I understand that, if I am accredited, NAATI may disclose to people and organisations (to verify my accreditation, including via an online verification register) my name, NAATI credentials, expiry date, suburb and photograph.

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.