



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

## **Information Booklet**

This booklet has been developed to assist applicants wishing to obtain accreditation based on completion of an overseas translating or interpreting qualification or based on the achievement of an overseas credential. It provides an introduction to the process involved and will help you complete your application. **You should read this booklet carefully.**

## **What is NAATI?**

NAATI is the national standards and accreditation body for translators and interpreters in Australia. It is the only agency that issues accreditations for practitioners who wish to work in these professions in Australia.

## **NAATI's Purpose**

NAATI's primary purpose is to strengthen inclusion and participation in Australian society by assisting in meeting the nation's diverse and changing communication needs and expectations, through:

- setting, maintaining and promoting high national standards in translating and interpreting, and
- implementing a national quality-assurance system for credentialing practitioners who meet those standards.

NAATI credentialing provides quality assurance to the clients of translators and interpreters and gives credibility to agencies that employ practitioners who are credentialed appropriately.

## **About NAATI**

The National Accreditation Authority for Translators and Interpreters Ltd (trading as NAATI) is incorporated in Australia under the *Corporations Act 2001*. The company is owned jointly by the Commonwealth, State and Territory governments and is governed by a board of directors, who are appointed by the owners. NAATI's main business activities are providing accreditation and other credentialing services for translators and interpreters and related activities. NAATI services are available through offices in every State and Territory of Australia and in New Zealand. The National Office is in Canberra.

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## GENERAL INFORMATION

This document provides information about three of the ways in which NAATI accreditation may be awarded. These are

- a) Providing evidence of specialised tertiary qualifications in translation and interpreting obtained from an educational institution overseas
- b) Providing evidence of membership of a recognised international translating and/or interpreting professional association.
- c) Providing evidence of advanced standing in translating or interpreting

NAATI awards accreditation at the **Professional Translator, Conference Interpreter** and **Advanced Translator** levels based on overseas qualifications.

NAATI awards accreditation at the **Professional Translator, Conference Interpreter (Senior)** and **Advanced Translator (Senior)** levels based on membership of international translating or interpreting associations.

NAATI awards accreditation at the **Conference Interpreter, Conference Interpreter (Senior)** and **Advanced Translator (Senior)** levels based on advanced standing in the profession.

NAATI does not award accreditation at the **Paraprofessional Translator, Paraprofessional Interpreter** and **Professional Interpreter** levels based on an overseas qualification, membership of a translating or interpreting professional association or advanced standing.

NAATI requires all applicants for accreditation by one of the three pathways described above to demonstrate that they possess a minimum standard of English proficiency.

Applications must be made using the 'Application for Accreditation by Overseas Qualification, Professional Association membership or Advanced Standing' form downloadable from the NAATI website at [www.naati.com.au](http://www.naati.com.au).

### Assessment Process

Stage	Timeframe	Process output
Application received		
↓	5-7 days	
Payment processed and application acknowledged		Notification of your unique NAATI number and receipt
↓		
Application processed	4-6 weeks	Letter advising of assessment decision OR advising the application is to be considered by QAAC*
↓		
QAAC process*	A minimum of 6-12 weeks	Letter advising of assessment decision

\* Qualifications Assessment and Advisory Committee (QAAC) approval is only required for accreditations at the Conference Interpreter, Advanced Translator, Conference Interpreter (Senior) and Advanced Translator (Senior) levels.

## **APPLICATION AND ASSESSMENT FEES**

Having your overseas qualification assessed involves payment of two fees.

1. Application fee (if not paid previously)
2. Assessment fee

The application fee is not refundable. The Assessment fee may be refunded if you withdraw your application prior to NAATI beginning the formal assessment process. Once NAATI begins assessing your application no refund will be made.

## **English Proficiency Requirements**

Applicants, irrespective of whether the application is on the basis of a), b) or c) above, must provide evidence of English proficiency with their application. Applicants must hold IELTS (or an equivalent English proficiency test recognised by NAATI<sup>#</sup>) scores of:

Accreditation at the Professional level

- at least 7.0 (academic) for reading and writing (or equivalent scores in any other English proficiency test recognised by NAATI<sup>#</sup>) if accreditation is being applied for as a translator;

Accreditation at Conference Interpreter or Advanced Translator levels

- at least 7.5 (academic) for reading and writing (or equivalent scores in any other English proficiency test recognised by NAATI<sup>#</sup>) if accreditation is being applied for as a translator;
- at least 7.5 (academic) for speaking and listening (or equivalent scores in any other English proficiency test recognised by NAATI<sup>#</sup>) if accreditation is being applied for as an interpreter.

The English proficiency test must have been taken no more than two years prior to the date of application.

NAATI may exempt applicants from the English proficiency test requirement only if an applicant is a native English speaker who has been educated in a country where English is one of the official languages. To obtain such an exemption the candidate must provide evidence of:

- completion of their entire secondary education (equivalent to Australian Secondary Education Year 12) in an English-medium education system; and
- completion of tertiary education in an English-medium education system.

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

<sup>#</sup> 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 webpage at <http://www.immi.gov.au/students/english-requirements.htm>. If you have completed a formal English proficiency test that is not listed on this webpage, please contact NAATI at [info@naati.com.au](mailto:info@naati.com.au) to discuss whether your test score can be considered as proof of your English proficiency.

## **APPLICATIONS BASED ON OVERSEAS QUALIFICATIONS**

NAATI does not offer accreditation based on achieving a particular qualification(s) from an overseas institution(s). Rather the program of study of each applicant is considered on an individual basis. It is possible for graduates of the same institution to have different outcomes for their applications, depending on the individual units studied and the grades achieved for those units.

The assessment of any application is based on the number of units and contact hours within the qualification(s). If the applicant did not pass the unit the hours will not be counted in the assessment.

For an applicant to gain accreditation based on an overseas qualification(s), the qualification(s) must be:

- a) awarded by a tertiary educational institution that is authorised to award this qualification by the government of the country concerned and is recognised by the Australian government
- b) a bachelor degree or higher degree; and
- c) sufficiently specialised in the skills of translating and/or interpreting.

NAATI will consider an application for accreditation based on more than one qualification on a case by case basis. Where an application is based on more than one qualification, when considered together the qualifications must meet the general criteria set out in this section for accreditation to be awarded.

### **Work Experience Requirement**

If the applicant completed the overseas qualification more than three years before the application is made, the applicant 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.

The applicant must provide evidence of this work experience in the form of reference letters, each of which must:

- be from companies or organisations where the candidate has been contracted, employed or engaged in translation and/or interpreting duties. This may include pro bono work
- provide a description of the position held and demonstrate that the candidate has worked in the language and skill, i.e. translating and/or interpreting, and on the level for which they are applying for Accreditation. The letter must also state the proportion of duties that involved translating and/or interpreting work
- be on the organisation's letterhead and be signed and dated by an individual authorised to provide this reference on behalf of the organisation. The letter(s) must clearly state:
  - name, contact details and position of the person providing the reference
  - company/organisation the applicant worked for
  - period of employment
  - regularity of work.

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

For translation work experience, the applicant must have dealt with the written word and translated written messages from one language into another. For interpreting work experience, the applicant must have dealt with the spoken word or signed language, and interpreted what someone said from one language into another. Work experience as a bilingual worker can not be considered as part of an application for NAATI Accreditation.

## 1. Professional Translator

The minimum level of qualification held to consider accreditation at this level is a bachelor degree.

Accreditation is awarded only in the languages specified on the qualification and/or academic transcripts. For this level of accreditation one of these languages **must** be English and accreditation is **only** awarded in **one** direction, that is into the 'A' language, in combination with English (even in situations where study may have been in both directions). Both English and the other language **must** be formally taught as part of the qualification.

The candidate's level of performance in the units within the course must be in the top 30%, according to the scale of marks specified for the course. Only course units related to translating or interpreting in which the candidate has achieved the required level of performance, i.e. units in which the candidate has achieved a mark in the top 30%, can be considered as part of the assessment.

The assessment will be based on the number of units and contact hours within the qualification. The qualification(s) will need to meet the following:

Unit type	Minimum number of hours
Translating theory or practice	210
All translating or interpreting related units	400

Supporting documents required

- Proof of qualification
- Academic transcript
- Proof of contact hours for each unit of study
- Work references for translation work (if qualification gained more than three years before application). Please refer to the *Work Experience Requirement* section above and the *Outline of NAATI Credentials* on the NAATI website.

Please note that accreditation at this level can also be awarded on the basis of Membership (fellowship) of the Chartered Institute of Linguists, UK in association with holding a Diploma of Translation or Diploma in English and Chinese Translation from the Chartered Institute of Linguists. Further information is available in the Applications Based on Professional Association Membership section.

## 2. Conference Interpreter

The application must be made on the basis of completion of a formal course of training, with specialisation in **conference interpreting**. The minimum academic standard at this level normally requires a higher translating and/or interpreting degree (for example Masters). Accreditation is granted on approval by the Qualifications Assessment and Advisory Committee (QAAC) of NAATI.

Accreditation is awarded only in the languages specified on the qualification and/or academic transcripts and can be awarded in any direction and combination of languages even if the combinations do not include English. **Normally** accreditation is only awarded into the 'A' language (even in situations where study may have been in both directions).

An applicant must have achieved marks **equivalent to 80%** or higher for the conference interpreting units within the qualification. Only conference interpreting units in which the candidate has achieved the required level of performance can be considered as part of the assessment.

The assessment will be based on the number of units and contact hours within the qualification where conference interpreting theory or practice was taught. In total there will need to be a minimum of 600 contact hours for NAATI to be able to award accreditation.

Supporting documents required:

- Proof of qualification
- Academic transcript
- Proof of contact hours for each unit of study
- Work references for conference interpreting work (if qualification gained more than three years before application). Please refer to the *Work Experience Requirement* section above and the *Outline of NAATI Credentials* on the NAATI website.

### 3. Advanced Translator

The application must be made on the basis of completion of a formal course of training, with specialisation in **advanced translating**. The minimum academic standard at this level normally requires a higher degree (for example Masters). Accreditation is granted on approval by the Qualifications Assessment and Advisory Committee (QAAC) of NAATI.

Accreditation is awarded only in the languages specified on the qualification and/or academic transcripts and can be awarded in any direction and combination of languages even if the combinations do not include English.

An applicant must have achieved marks **equivalent to 80%** for the translating units within the qualification. Only translating units in which the candidate has achieved the required level of performance, i.e. translating units in which the candidate has achieved a mark in the top 20%, can be considered as part of the assessment.

The assessment will be based on the number of units and contact hours within the qualification where advanced translating theory or practice was taught. In total there will need to be a minimum of 550 contact hours for NAATI to be able to award accreditation.

Supporting documents required:

- Proof of qualification
- Academic transcript
- Proof of contact hours for each unit of study
- Work references for advanced translation work (if qualification gained more than three years before application). Please refer to the *Work Experience Requirement* section above and the *Outline of NAATI Credentials* on the NAATI website.

## APPLICATIONS BASED ON ADVANCED STANDING

### 1. Conference Interpreter

NAATI Conference Interpreter Accreditation can be awarded on the basis of a combination of evidence of work experience at conferences, references, tertiary qualification(s) and assessment(s) at institutions.

The applicant must hold a NAATI Professional Interpreter Accreditation in the same language for which the candidate is applying for Conference Interpreter Accreditation.

Accreditation can be awarded in any language direction and combination, but only into the applicant's 'A' language. The language combinations do not have to include English.

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.

The assessment will be based on a combination of:

- a) **Proof of work experience**  
The applicant must demonstrate that they are currently actively working as a conference interpreter.  
The applicant must provide evidence of a total of at least 75 days work, which must include 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 be issued by the organisation that coordinated the conference or the organisation that employed the applicant to provide the interpreting service. The documentation 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.

b) **References from peers**

The applicant must provide work references from at least three individual peers who have worked with the applicant at conference interpreting level within the previous five years and can vouch for the quality of work provided for each language direction for which the applicant is seeking NAATI Accreditation.

The references must provide detailed information about the conference interpreting work the applicant has provided and at what level the applicant has performed the work, including information about the applicant's work ethics.

Acceptable references can be provided by conference interpreters with AIIC membership, NAATI Conference Interpreter (Senior) Accreditation and/or NAATI Conference Interpreter Accreditation in the same languages for which the applicant is seeking NAATI Accreditation. At least one of the references must be from a conference interpreter with AIIC membership, NAATI Conference Interpreter (Senior) Accreditation or NAATI Conference Interpreter Accreditation in the same language combination for which the applicant is seeking NAATI Accreditation and with the same 'A' language.

c) **References from employers**

The applicant must provide work references from employers, e.g. senior representatives of international organisations or government departments, for whom the applicant has 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 the applicant is seeking NAATI Accreditation.

The references must provide detailed information about the conference interpreting work the applicant has provided and at what level the applicant has performed the work, including information about the applicant's work ethics.

Please note that references provided by employers will be considered as part of the application, but will be accorded less weight than references provided by peers.

d) **Completion of a tertiary qualification in any field**

The applicant must provide evidence of completion of a formal tertiary qualification in any field. The minimum academic standard at this level requires a Bachelor degree (or equivalent) or above.

In cases where an institution with a NAATI-approved course at the Conference Interpreting level offers the language and combination the applicant is applying for, NAATI may request that the applicant is assessed alongside a cohort of students in such a course at their own expense. This would only occur in cases where the applicant is not able to provide satisfactory information in relation to items a) to d) above.

Accreditation is granted based on recommendation by NAATI's Qualifications Assessment and Advisory Committee (QAAC).

This pathway will be reviewed by NAATI as considered necessary and appropriate and may only be available for a limited period of time.

## 2. Conference Interpreter (Senior)

Granted on the basis of demonstrated extensive experience at the senior level.

Accreditation at this most senior level is reserved for persons currently active at the highest level of the profession, but is not an honorary award. Approval by the Qualifications Assessment and Advisory Committee (QAAC) is required for accreditation to be granted and will be awarded only to candidates who can currently satisfy criteria for either a) or b):

- a) Seek accreditation into their “A” language, i.e. “B” into “A” or “C” into “A”; AND

Provide documentary evidence of full-time employment, for a minimum of five of the seven years immediately preceding application, as an interpreter by a recognised international organisation of the United Nations family (see <http://www.un.org/en/aboutun/structure/index.shtml>), European Union, Interpol or North Atlantic Treaty Organization (NATO); AND

Provide 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.

- b) Seek accreditation into their “A” language, i.e. “B” into “A” or “C” into “A”; AND

Provide documentary evidence of freelance engagement, with a minimum of 150 documented working days as a Conference Interpreter\*; AND

Provide 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.

\* Please note AIIC defines **Conference interpretation** as the conveying a message spoken in one language into another. It is practised at **international summits**, professional **seminars**, and bilateral or multilateral **meetings** of heads of State and Government.

## 3. Advanced Translator (Senior)

Accreditation at this level is granted on the basis of demonstrated extensive experience at the senior level.

Accreditation at this most senior level is reserved for persons currently active at the highest level of the profession. It is not intended to be an honorary award. Approval by the Qualifications Assessment and Advisory Committee (QAAC) is required for accreditation to be granted and will be awarded only to candidates who can currently satisfy criteria for either a) or b):

- a) Seek accreditation into their “A” language, i.e. “B” into “A” or “C” into “A”; AND

Provide documentary evidence of full-time employment, for a minimum of five of the seven years immediately preceding application, as a translator or translation editor by a recognised international organisation of the United Nations family (see <http://www.un.org/en/aboutun/structure/index.shtml>), European Union, Interpol or North Atlantic Treaty Organization (NATO);

- b) Seek accreditation into their “A” language, i.e. “B” into “A” or “C” into “A”; AND

Provide documentary evidence of freelance engagement with evidence of **all** of the following:

- i) Translation of 1 million words into a European language, or 4000 pages (25 lines per page) of double-spaced text from or into an Asian language. In addition, the applicant is required to provide a statutory declaration in relation to sole authorship of the works translated giving a definition of sole authorship in accordance with the Vancouver Protocol. The protocol states that to be credited with authorship a person should:

- (1) contribute substantially to conception and design, or acquisition of data, or analysis and interpretation of data
- (2) draft the article or revise it critically for important intellectual content
- (3) give final approval of the version to be published.

Mere participation in the acquisition of funding, the collection of data, or the general supervision of research, does not of itself justify authorship.

- ii) 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.
- iii) Three translations (at the Advanced Translator standard; for detailed information about NAATI's standards please refer to the document *Outline of NAATI Credentials* on the NAATI website) for evaluation by assessors with recognised expertise and experience as translators in the same language combination as the applicant. The assessors will be selected by NAATI. In addition, the applicant is required to provide a statutory declaration in relation to sole authorship of the selected works for evaluation in accordance with the Vancouver Protocol (refer to i above).

## **APPLICATIONS BASED ON PROFESSIONAL ASSOCIATION MEMBERSHIP**

### **1. Professional Translator**

Accreditation at this level can be awarded on the basis of Membership (as a Fellow or Member) of the Chartered Institute of Linguists, UK in association with holding a Diploma of Translation or Diploma in English and Chinese Translation from the Chartered Institute of Linguists.

Accreditation is awarded only in the languages specified on the qualification and/or transcripts. For this level of accreditation one of these languages **must** be English and accreditation is **only** awarded in one language direction. That is, into the first language, in combination with English (even in situations where study may have been in both directions).

Supporting documents required

- Evidence of Membership (Fellow or Member) of the Chartered Institute of Linguists, UK
- Evidence of a Diploma of Translation or Diploma in English and Chinese Translation from the Chartered Institute of Linguists, UK

### **2. Conference Interpreter (Senior)**

Granted on the basis of membership of a recognised professional association overseas, the Association Internationale des Interprètes de Conférence (AIIC).

Accreditation at this most senior level is reserved for persons currently active at the highest level of the profession, but is not an honorary award. Approval by the Qualifications Assessment and Advisory Committee (QAAC) is required for accreditation to be granted and will be awarded only to candidates who:

- a) Seek accreditation into their "A" language, i.e. "B" into "A" or "C" into "A"; AND
- b) Hold full membership of AIIC, or 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).

### **3. Advanced Translator (Senior)**

Granted on the basis of membership of a recognised professional association overseas, e.g. Association Internationale de Traducteurs de Conférence (AITC).

Accreditation at this most senior level is reserved for persons currently active at the highest level of the profession, but is not an honorary award. Approval by the Qualifications Assessment and Advisory Committee (QAAC) is required for accreditation to be granted and will be awarded only to candidates who:

- a) Seek accreditation into their “A” language, i.e. “B” into “A” or “C” into “A”; AND
- b) Can provide documentary evidence of full membership of AITC, or 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).

### **LANGUAGE CLASSIFICATION**

NAATI asks for information about an applicant’s languages of proficiency for all applications. Accreditation can only be awarded in certain language combinations and this can vary depending on the level of accreditation applied for. NAATI bases its language classifications on the definitions and framework established by the Association Internationale des Interprètes de Conférence (AIIC). These have been adapted to make them applicable for both translating and interpreting:

#### **Active languages**

These are the language(s) into which the interpreter/translator is capable of providing professional interpretation/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 his/her other languages

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

#### **Passive languages**

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

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

### **OVERSEAS QUALIFICATION ASSESSMENT AND SITTING AN ACCREDITATION TEST**

If a candidate sits for a NAATI accreditation test and is unsuccessful, the candidate forfeits the right for an assessment on the basis of a course completed prior to the test. In such cases, the test is regarded as the most recent measure of competency.

### **APPEALS PROCESS**

NAATI advises unsuccessful applicants of the reasons for not awarding accreditation.

A review may be requested by completing the ‘Application for Review of Assessment’ form and paying the fee.

It is up to the applicant to provide additional material which could inform the review decision. The review and subsequent decision may be referred to the Qualifications Assessment and Advisory Committee for further advice.

## REVALIDATION

Any accreditation issued is automatically part of the Revalidation system. This means the accreditation will be valid for a period of three years. To retain the accreditation after this time, the accredited individual must meet the revalidation requirements for work practice and professional development. For more information refer to the Revalidation link on the NAATI website [www.naati.com.au](http://www.naati.com.au).

In some cases an accreditation awarded based on completion of an overseas qualification may lapse, i.e. the individual may not apply for revalidation or may not meet revalidation requirements. In these circumstances the same qualification can not be re-submitted to achieve a new accreditation.

## SUPPORTING DOCUMENTATION

Supporting documents are required and differ depending on the type of accreditation being sought.

NAATI does not recommend that you provide original documents. Certified copies of original documents should be provided.

If a document required as part of your application is not provided, this will delay the processing of your application.

## CERTIFIED COPIES AND TRANSLATIONS OF DOCUMENTS

You will be required to provide certified true copies of documents as part of the application process. This means that an individual authorised to do so in your country must certify any copies of original documents as true copies.

Where documents are not in English, you must provide a certified copy of the original language document plus an **original** English translation of the document (please note that copies of the translation will not be accepted). Normally this translation must be carried out by a NAATI accredited translator. The signature, name, and NAATI Number of the translator must be provided on every page of the English language version, preferably as part of the NAATI Translator Stamp. Should access to a NAATI accredited translator be an issue, please contact NAATI on [info@naati.com.au](mailto:info@naati.com.au) and NAATI will consider your circumstances and whether a translation completed by another party would be acceptable.

Please do not send original documents (except original translations of non-English language documents), as we do not return these.

NAATI will not accept certified copies and translations of documents provided by persons with a conflict of interest, for example where the person certifying or translating a document is a relative or acts as a migration agent for the applicant.

If your current legal name is not the same as that on your documents, you must provide evidence of your name change.

**All submitted documents that are copies of original documents must be certified. Processing of your application will be delayed if you send incorrect or improperly certified documents.**

Please note that

1. Certified copies of an already certified document (that is, a copy of a copy) will not be accepted.
2. Certification should appear on each page of the document and should show:
  - a. the signature of the person certifying the document
  - b. the name of the person certifying the document clearly printed or evident in an official stamp
  - c. the contact details of the person certifying the document. This may be a business address, telephone number or e-mail address
  - d. where possible, an official stamp indicating the occupation/position of the person certifying the document.

3. The following classes of person are authorised to certify copies of documents:
  - a. NAATI staff member (Australia only)
  - b. An officer of an Australian Diplomatic Post
  - c. A Notary Public authorised in the country of the application
  - d. A Commissioner of Oaths (Declarations) authorised in the country of the application
  - e. A Solicitor, Barrister or Judge authorised in Australia or the country of the application. (note: each page must be signed and it will not be acceptable for the name of a law firm to appear in lieu of the actual name and signature of the person certifying your document)
  - f. A Justice of the Peace authorised in Australia or the country of the application.

Assessment of your application **will not proceed** if you submit copies of documents where the person certifying the copy is not one of those listed or where the above requirements are not met.

## **NAATI PRIVACY POLICY**

NAATI is committed to protecting the privacy of personal information. Personal Information collected by NAATI, like other agencies operating in Australia, is protected by the Privacy Act 1988 and associated legislation. NAATI adheres to the National Privacy Principles contained with the Privacy Act 1988 which regulate how organisations may collect, use, disclose and store personal information and how individuals may access and correct personal information held about them.

NAATI's Privacy Policy is intended to inform people who deal with NAATI, particularly applicants for NAATI products and services, about:

- the kind of 'personal information' that NAATI may gather;
- how that information may be used;
- how that information may be shared or disclosed;
- the choices individuals have regarding NAATI's use of their personal information; and
- how individuals may correct personal information held by NAATI about them.

For more information please see [http://www.naati.com.au/PDF/Misc/Privacy\\_Policy.pdf](http://www.naati.com.au/PDF/Misc/Privacy_Policy.pdf)