Application for Accreditation by Testing

Please use a blue or black pen to complete this form. Please print in BLOCK LETTERS.

**Part 1  Personal Details**

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

**Title**
- [ ] Mr
- [ ] Mrs
- [ ] Ms
- [ ] Miss
- [ ] Other (please specify):

**Given names**

**Family name**

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

**Date of birth**

**Gender**
- [ ] Female
- [ ] Male
- [ ] Unspecified (please tick one)

**Country of birth**

**Postal address**
- Street

**Suburb**
- State
- Postcode

**City**
- Country

**Phone**

**Mobile**

**Email**

**Part 2  Proof of Identification**

**Are you an Australian Permanent Resident or citizen?**
- [ ] Yes ▶
- [ ] No ▼

**You must provide:**
- Two recent passport photos - both endorsed and signed by a witness in English
  *(see witness section at Part 6 of this form for further details)*
- An original certified copy of your passport, Australian driver’s licence or proof of ID card
- An original certified copy of your passport, Permanent Residency Visa, Australian Citizenship Certificate or Australian Birth Certificate
  *(needed only if this is your first application to NAATI)*

**You must provide:**
- Two recent passport photos - both endorsed and signed by a witness in English
  *(see witness section at Part 6 of this form for further details)*
- An original certified copy of your passport
### Part 3 Test Details

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

- [ ] To work as a translator or interpreter
- [ ] To obtain Credentialed Community Language points
- [ ] To obtain a skills assessment for other migration purposes
- [ ] Other

**Please nominate your preferred testing location**

- [ ] ACT
- [ ] NSW
- [ ] NT
- [ ] QLD
- [ ] SA
- [ ] TAS
- [ ] VIC
- [ ] WA

- [ ] Location in another country (please specify)

**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.

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**NAATI accreditation tests involve two languages - English and a Language Other Than English (LOTE)**

**What is the LOTE in which you wish to take the test?**

- [ ] Paraprofessional Translator*‡
- [ ] Paraprofessional Interpreter*
- [ ] Professional Translator into English
- [ ] Professional Translator from English
- [ ] Professional Interpreter*
- [ ] Advanced Translator into English*‡
- [ ] Advanced Translator from English*‡

**Which test(s) do you wish to take?**

**Test two (to be completed if you are applying for testing in a second LOTE)**

**What is the second LOTE in which you wish to take the test?**

- [ ] Paraprofessional Translator*‡
- [ ] Paraprofessional Interpreter*
- [ ] Professional Translator into English
- [ ] Professional Translator from English
- [ ] Professional Interpreter*
- [ ] Advanced Translator into English*‡
- [ ] Advanced Translator from English*‡

**Which test(s) do you wish to take?**

**Test three (to be completed if you are applying for testing in a third LOTE)**

**What is the third LOTE in which you wish to take the test?**

- [ ] Paraprofessional Translator*‡
- [ ] Paraprofessional Interpreter*
- [ ] Professional Translator into English
- [ ] Professional Translator from English
- [ ] Professional Interpreter*
- [ ] Advanced Translator into English*‡
- [ ] Advanced Translator from English*‡

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* This level of test is not available outside of Australia
‡ This level of test is only available in some languages
Part 4  Eligibility Requirements

NAATI requires evidence of your eligibility to sit the test (detailed below). If NAATI has previously determined that you eligible for the testing level you are applying for you do not need to provide documentation again.

For Paraprofessional level testing

You need to meet one of the following eligibility criteria (please tick the criterion relevant to you):

☐ NAATI has provided written confirmation that I am eligible at the Professional level (no document required)

☐ I hold current NAATI Paraprofessional or Professional accreditation in another language (no document required)

☐ I hold current NAATI Language Aide or Recognition in the language I am requesting to be tested (no document required)

☐ I have completed the equivalent of Australian secondary school to year 10 (usually 4 years) (attach certified copy of qualification certificate)

☐ I have completed post-secondary studies at the equivalent of certificate III or higher (attach certified copy of qualification certificate)

☐ I have work experience for more than two years as a translator or interpreter (attach certified copy of employer reference or statutory declaration)

For Professional level testing

You need to meet one of the following eligibility criteria (please tick the criterion relevant to you):

☐ NAATI has provided written confirmation that I am eligible at the Professional level (no document required)

☐ I hold current NAATI Paraprofessional or Professional accreditation in another language (no document required)

☐ I hold current NAATI Professional accreditation in a different skill, but the same language (no document required)

☐ I hold current NAATI Professional accreditation in the same skill, but a different language (no document required)

☐ I hold a diploma (or higher), in any field, from a recognised vocational education training (VET) institution (attach certified copy of diploma certificate)

☐ I hold a degree (or higher), in any field, from a recognised higher education institution (attach certified copy of degree certificate or academic transcript stating qualification has been completed)

☐ I have completed relevant subjects (i.e. in translating, interpreting or language studies) at a post-secondary level (attach certified copy of academic transcript stating subjects have been completed)

☐ For Professional Translator testing only: I have work experience for more than two years as a translator or interpreter (attach certified copy of employer reference or statutory declaration)

For Advanced Translator testing

You need to meet all of the following eligibility criteria:

☐ I hold a degree (or higher), in any field, from a recognised higher education institution (attach certified copy of qualification); and

☐ I hold a current NAATI Professional Translator accreditation in the language and direction relevant to my application (no document required); and

☐ I have provided employer reference(s) as evidence of recent and regular work as a translator for a minimum of two years. Self-employed practitioners need to provide a statutory declaration (attach reference(s) or statutory declaration).
Part 5  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 proceed to Part 6.

I authorise ___________________________ to act on my behalf

in relation to my application for accreditation by testing.

This includes correspondence being sent directly to the agent.

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<th>Agent details</th>
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<td>Title</td>
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<th>Applicant details</th>
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<tr>
<td>Title</td>
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<td>Given names</td>
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Signature of Applicant: ___________________________ Date D D / M M / Y Y Y Y
## Part 6  
**Witness Declaration**

The **applicant** must attach **two recent and identical passport size photos** of themselves. The **witness** must **endorse the back of the photographs and complete the declaration**.

### Photo criteria:
- Two recent and identical photos 3.5 cm wide by 4.5 cm high (passport size), and in colour.
- The witness must endorse the back of the photo by writing *This is a true photo of*, the applicant’s name and the date in English. Finally, the witness must sign each photo.
- Photos must be no more than 12 months old.
- Photos must be high quality passport photos. Low quality printed images will not be accepted.
- Photos must show head and top of shoulders close up.
- Photos must not obscure facial features with sunglasses, scarves or traditional headgear.
- Applicants should attach the photos with removable adhesive tape or staple a small envelope and insert the photos.

### 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 de facto 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 employees (state or commonwealth with a minimum of 5 years' service)
- Accountants
- Bank managers
- Chartered professional engineers
- Clerks of courts
- Dentists
- Justices of the peace (JP)
- Pharmacists
- Registered nurses, medical practitioners or veterinary surgeons
- Police officers
- Translators or interpreters who hold NAATI accreditation

### 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 organisation 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 ____________________________________________

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<tr>
<th>Signature of Applicant:</th>
<th>Date D D / M M / Y Y Y Y</th>
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<tr>
<td>Signature of Witness:</td>
<td>Date D D / M M / Y Y Y Y</td>
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All fees and charges are listed in Australian Dollars ($AUD) and are valid from July 1 2016 to June 30 2017.

<table>
<thead>
<tr>
<th>Fees (AUD)</th>
<th>Australian citizens and permanent residents*</th>
<th>Non-Australian citizens and non-permanent residents*</th>
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<tbody>
<tr>
<td>Application fee (non refundable) ‡</td>
<td>$139.00</td>
<td>$139.00</td>
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<td>Testing fees</td>
<td></td>
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<tr>
<td>Paraprofessional Translator (both directions)</td>
<td>$469.00</td>
<td>$726.00</td>
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<tr>
<td>Paraprofessional Interpreter (both directions)</td>
<td>$587.00</td>
<td>$909.00</td>
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<tr>
<td>Professional Translator (each direction)</td>
<td>$587.00</td>
<td>$909.00</td>
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<tr>
<td>Professional Translator (each direction - overseas location)</td>
<td>-</td>
<td>$1616.00</td>
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<tr>
<td>Professional Interpreter (both directions)</td>
<td>$733.00</td>
<td>$1134.00</td>
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<tr>
<td>Advanced Translator (each direction)</td>
<td>$905.00</td>
<td>$1401.00</td>
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*Prices include Australian Goods and Services Tax (GST) where applicable.
‡Only payable if this is your first application to NAATI
All fees and charges are listed in Australian currency ($AUD).
All prices are subject to change without notice.

IF YOU (OR ANOTHER INDIVIDUAL) ARE PAYING THE FEES COMPLETE PART 7A ONLY

IF AN ORGANISATION IS PAYING THE FEES ON YOUR BEHALF A REPRESENTATIVE OF THE ORGANISATION NEEDS TO COMPLETE PART 7B ONLY

Part 7A Payment by an Individual

NAATI does not accept personal cheques (only AMO, BANK CHEQUES and OVERSEAS DRAFTS)

Amount $AUD:
(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)

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<tr>
<th>Credit card number</th>
<th>Security number if requested</th>
<th>Expire date</th>
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Card holder’s name

Card holder’s signature

Date D / M / Y Y Y Y

Date received:

Date dispatched:

AMOUNT PAID:

ENTERED BY:

RECEIPT NUMBER:

OFFICE USE ONLY

Date:
## Details of the organisation

This must be completed by a representative of the organisation

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<tr>
<th>Organisation name</th>
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<tr>
<td>e.g. Centrelink</td>
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<td>Signature:</td>
<td>Date D D / M M / Y Y Y Y</td>
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## Purchase order details

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<th>Purchase order number</th>
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(Please attach a copy of the purchase order)

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

## Payment details

<table>
<thead>
<tr>
<th>Amount $AUD:</th>
<th>Payments must be made in Australian dollars, cheques and money orders to be made payable to NAATI</th>
</tr>
</thead>
</table>

(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)
- Company Cheque (on invoice)

**Card details (please tick one)**

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

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TESTING POLICIES

- The eligibility requirements for a specific level of testing must be met. This includes providing all the supporting documents required for the application.
- Applicants must normally sit within twelve weeks of the date that payment for the application is successfully processed.
- A test fee must be paid each time an applicant sits a test.
- All test materials are and remain at all times the property of NAATI.
- NAATI provides each applicant with the test material for the sole purpose of taking the test, and on the condition that the test material is returned immediately upon the conclusion of the test.
- If test fees are paid for by an organisation or sponsor, NAATI will provide, if requested, information to that third party about the outcome of the test.
- During the test, applicants must follow the instructions given by the test supervisor and the guidelines set out in the General Instructions provided to test applicants with the formal letter of confirmation of the test date and time. Failure to do so may result in the test being invalidated.
- NAATI reserves the right to conduct an alternative test if for any reason it is not satisfied with the original test conditions or processes.
- Applicants must advise NAATI in writing within 14 days from the test date if they believe their performance in the test was adversely affected by the conduct of their test. This may include technical and administrative issues, but not personal circumstances, such as illness.
- NAATI does not release copies of test materials or copies of applicant responses to those test materials.
- In accordance with the principle of confidentiality within the code of ethics for the translation and interpreting profession, an applicant must not disclose the contents of the test to any party.
- All applicant translation test scripts and interpreter test recordings are retained by NAATI for nine months.
- NAATI is not defined as an agency by the Freedom of Information Act and is therefore not subject to it. Test materials are also exempt under the act.

TEST RESCHEDULING POLICY

- NAATI may, at its discretion and on one occasion only, agree to reschedule your test.
- Requests to reschedule must be received in writing prior to the scheduled test date.
- A reschedule will only be considered where there is a valid reason for the request, evidence is provided to support it, and an alternative test date is available within the time frame in which a applicant must sit their test.
- A rescheduling fee will apply. (refer to the fee schedule published at www.naati.com.au).
- For more detailed information around transferring tests, please refer to Booklet A - Accreditation by Testing information booklet.

ILLNESS AND SITTING A NAATI TEST

- Applicants who decide to sit for a NAATI test despite being ill must understand that their test will be marked on the same basis as for any other applicant.
- Applicants must immediately contact NAATI, prior to the test date if possible, if they are unable to attend a test due to illness. NAATI may reschedule a test depending on the circumstances. Please refer to Test Rescheduling policy above.

WITHDRAWING FROM A NAATI TEST

- NAATI will consider each case for withdrawal on its merits.
- There are some circumstances where NAATI may consider a full refund of a test fee. However, in the absence of such circumstances NAATI will apply a cancellation fee (refer to the fee schedule published at www.naati.com.au).
- Please note that:
  a) The application fee paid is non-refundable.
  b) All requests for a refund of the test fee must be made to NAATI in writing with evidence supporting any claims.
Part 9 Application Form Checklist

☐ I have provided two passport photos that are both endorsed by a witness in English

☐ 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 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)

☐ I have provided an original certified copy of my passport/driver’s licence/proof of ID card

☐ I have provided an original certified copy of my Australian citizenship/residency/birth certificate (required if this your first application to NAATI)

☐ I have signed the declaration below

Declaration to be signed by applicant

- I acknowledge that, by completing this form, I have read and understood the NAATI Privacy Policy available at www.naati.com.au, 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.

- I understand that should I be successful, ongoing accreditation is contingent on ethical behaviour and meeting the revalidation criteria.

- I declare I have read and understood the information provided to me, including the terms and conditions noted in this application form.

- I declare the information provided in this application form is correct to the best of my knowledge.

Signature: __________________________ Date D D / M M / Y Y Y Y

Please return this form with correct payment to your nearest NAATI office or to 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 are accepted.

You can pay with cash at any NAATI office.