



APPLICATION FOR ACCREDITATION BY TESTING

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

NAATI Number:

(if known)

PART 1: PERSONAL DETAILS

Is this your first application to NAATI?	<input type="checkbox"/> Yes ▶ <i>Please make sure you include the application fee if this your first application</i> <input type="checkbox"/> No		
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify):		
Given names			
Family name			
Other names you have been known by <i>e.g. maiden name, preferred name</i>			
Date of birth	Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Unspecified (please tick <input checked="" type="checkbox"/> one)		
Country of birth			
Postal address	Street		
<i>For overseas residents please attach a separate address label in your language</i>	Suburb	State	Postcode
	City	Country	
Phone	()	Mobile	
Email			

PART 2: PROOF OF IDENTIFICATION

Are you an Australian Permanent Resident or citizen?

Yes ▼ No ▼

<p>You must provide:</p> <ul style="list-style-type: none"> 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) 	<p>You must provide:</p> <ul style="list-style-type: none"> Two recent passport photos (see part 5). An original certified copy of your passport.
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A 'certified copy' is a copy of an original document such as a birth certificate, marriage certificate or proof of identity that has been authorised (or stamped) as being a true copy of an original.

If you live in Australia, your documents must be certified by a Justice of the Peace. If you live outside of Australia, your documents must be certified by a Notary Public or an authorised officer of an Australian overseas diplomatic mission.

PART 3: TEST DETAILS

For what purpose are you seeking NAATI accreditation?

Please nominate your preferred testing location

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.

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?

Which test(s) do you wish to take?

LANGUAGE TWO (to be completed if you are applying for testing in a second LOTE)

What is the second LOTE?

Which test(s) do you wish to take?

LANGUAGE THREE (to be completed if you are applying for testing in a third LOTE)

What is the third LOTE?

Which test(s) do you wish to take?

** 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.

PARAPROFESSIONAL LEVEL TESTING

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

PROFESSIONAL LEVEL TESTING

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

PART 4: ELIGIBILITY REQUIREMENTS

ADVANCED TRANSLATOR LEVEL TESTING

You need to meet **all** of the following eligibility criteria:

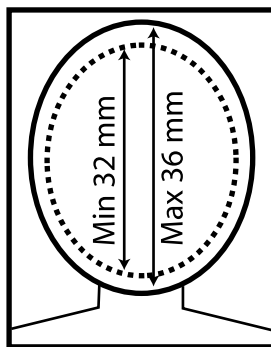
- I hold a degree (or higher), in any field, from a recognised higher education institution (*attach certified copy of qualification*); **and**
- I hold a current NAATI Professional Translator accreditation in the language and direction relevant to my application (*no document required*); **and**
- I 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: PHOTO IDENTIFICATION

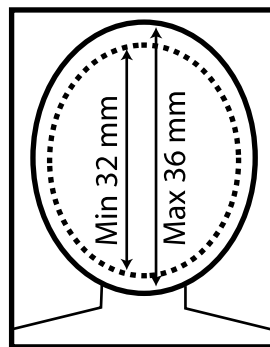
The **applicant** must attach **two recent and identical passport size photos** of themselves.

Photo criteria:

- Two recent and identical photos 3.5 cm wide by 4.5 cm high (passport size), and in colour.
- 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.



ATTACH PHOTOS HERE
DO NOT STAPLE



ATTACH PHOTOS HERE
DO NOT STAPLE

PART 6: 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 7.**

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.

Agent details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <i>(please specify):</i>		
Given names			
Family name			
Postal address	Street		
<i>For overseas residents please attach a separate address label in your language</i>	Suburb	State	Postcode
	City	Country	
Phone	()	Mobile	
Email			

Applicant details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <i>(please specify):</i>		
Given names			
Family name			
Date of birth		Gender <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Unspecified <small>(please tick <input checked="" type="checkbox"/> one)</small>	
Postal address	Street		
<i>For overseas residents please attach a separate address label in your language</i>	Suburb	State	Postcode
	City	Country	
Phone	()	Mobile	
Email			

Signature of Applicant:

Date:

PART 7: FEES AND PAYMENT DETAILS

All fees and charges are listed in Australian Dollars (\$AUD) and are valid from July 1 2017 to August 31 2017.

Fees (\$AUD)	Australian citizens and permanent residents*	Non-Australian citizens and non-permanent residents*
Application fee (non refundable) ‡	\$139.00	\$139.00
Testing fees		
Paraprofessional Translator (both directions)	\$469.00	\$726.00
Paraprofessional Interpreter (both directions)	\$587.00	\$909.00
Professional Translator (each direction)	\$587.00	\$909.00
Professional Translator (each direction - overseas location)	-	\$1616.00
Professional Interpreter (both directions)	\$733.00	\$1134.00
Advanced Translator (each direction)	\$905.00	\$1401.00

**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 8A ONLY

IF AN ORGANISATION IS PAYING THE FEES ON YOUR BEHALF A REPRESENTATIVE OF THE ORGANISATION NEEDS TO COMPLETE PART 8B ONLY

PART 8A: PAYMENT BY AN INDIVIDUAL

PAYMENT DETAILS

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

Amount \$AUD:

Please select a payment method:

If you are paying by Credit Card, please fill out the details below

<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>
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Credit card number

Security number

Expiry date

Card holder's name

Card holder's signature

Date

OFFICE USE ONLY	DATE RECEIVED:	DATE DISPATCHED:	
	<input type="checkbox"/> CC <input type="checkbox"/> CHQ <input type="checkbox"/> AMO <input type="checkbox"/> CSH <input type="checkbox"/> DD <input type="checkbox"/> EFTPOS <input type="checkbox"/> CC BY PHONE	AMOUNT PAID:	
	ENTERED BY:	DATE:	TIME:
	RECEIPT NUMBER:	TRANSACTION NUMBER:	

PART 8B: PAYMENT BY AN ORGANISATION

ORGANISATION DETAILS

This **must** be completed by a representative of the organisation

Organisation name <small>e.g. Centrelink</small>			
Business area			
ABN			
Representative name			
Position			
Business address	Street		
	Suburb	State	Postcode
	City	Country	
Postal address	Street		
	Suburb	State	Postcode
	City	Country	
Phone	()		
Email			

Signature of Representative:	Date:
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PURCHASE ORDER DETAILS

Purchase order number ►

(Please attach a copy of the purchase order)
NAATI WILL INVOICE THE ORGANISATION PER THE DETAILS PROVIDED ABOVE

PAYMENT DETAILS

Payments must be made in Australian dollars, cheques and money orders to be made payable to NAATI			
Amount \$AUD:			
Please select a payment method:			
If you are paying by Credit Card, please fill out the details below			
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Credit card number		Security number	
Expiry date			
Card holder's name			
Card holder's signature		Date	

PART 9: TERMS AND CONDITIONS

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 10: CHECKLIST AND DECLARATION

- I have provided two passport photos
- 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

PLEASE READ AND SIGN THE DECLARATION BELOW

- 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 of Applicant:

Date:

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.