National Accreditation Authority for Translators and Interpreters LTD

APPLICATION FOR ACCREDITATION BY APPROVED COURSE

If you completed a NAATI Approved Course **after 1 July 2018,** you must apply for accreditation within **one year** of your completion date. If you completed a NAATI Approved Course **before 1 July 2018 you** must apply within **three years** of your completion date.

PERSONAL DETAILS

Given names			
Family name			
Residency status *(select)*		**Title** *(select)*	
Country of birth		**Date of birth**	
Address *(street)*		**Suburb**	
City		**State**	
Postcode		**Country**	
Phone/mobile			
Email			

Please be aware that you will need to submit the following attachments with your form:

- **1x Australian passport size photo**
- **1x scan of your passport or Australian Driver's Licence (this cannot be a scan of a copy)**

If you select that you are an Australian Permanent Resident, you will need to attach other evidence confirming your permanent residency.

These attachments must be electronic.

Requirements for photo and document files can be found on the last page.

APPLICATION DETAILS

For what purpose are you seeking a NAATI credential? *(select)*	

You **must** have graduated from a NAATI approved course **and** have been recommended for NAATI accreditation by the institution concerned. **Please submit an original scan of either:**

- Your qualification certificate; **and/or**
- Academic transcript (showing completion of the qualification)

The document(s) you provide must contain the course name and your student ID number.

ACCREDITATION DETAILS

Language(s)	
Accreditation(s) applied for *(select)*	

COURSE DETAILS

Institution name			
Campus name		State	
Student ID			
Course name			
Date started		Date completed	

PAYMENT DETAILS

All fees are listed in Australian Dollars ($AUD) and include GST.
All prices are subject to change without notice.

Fees ($AUD)	Australian citizens and permanent residents	Non-Australian citizens or permanent residents
Assessment fee	$391.00	$529.00

**If you (or another individual) are making payment,
please complete the *payment by an individual* section.**

If an organisation needs to make payment on your behalf,
the *payment by an organisation* section must be filled out.

PAYMENT BY AN INDIVIDUAL

If you are not paying by credit card, you will need to lodge your payment in person at the nearest NAATI office.

Amount ($AUD)		**Payment method**	
Cardholder name			
Credit Card number			
Security number		**Expiry date**	
Cardholder signature			

PAYMENT BY AN ORGANISATION

Please attach an electronic copy of a purchase order with this application form.

Organisation name			
Contact first name		**Contact surname**	
ABN		**Phone/mobile**	
Email address			
Address (street)			
City		**State**	
Postcode		**Country**	
Purchase order number			

DECLARATION

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

- I declare I hold the qualification 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.

- I understand the 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 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 or certified, NAATI may disclose to people and organisations (to verify my credentials, including via an online verification register) my name, NAATI credentials, expiry date, suburb and photograph.

- I understand that if NAATI does not collect my personal information, NAATI will not be able to provide its products and services to me, including accreditation or certification as a translator or interpreter, and I will not be listed on NAATI's Online Directory.

- I understand that, if I am only granted NAATI accreditation, this accreditation will expire after three years and cannot be revalidated.

- I understand that, if I am certified, ongoing certification is contingent on ethical behaviour and meeting the recertification criteria.

- I understand that NAATI reserves the right to validate any of the information required if deemed necessary.

- NAATI's Privacy Policy is available at https://www.naati.com.au/resources/our-policies. It contains information about how I can access and correct my personal information, how I can complain about a breach of privacy and how NAATI deals with complaints.

Date		Applicant signature	

Completed forms and applicable attachments must be sent to **applications@naati.com.au**.

All applicants will need to attach additional files with their application form.
Photo and document files must meet the requirements set out below.
Attachments that do not meet requirements may result in delays in processing your application.

Photo Files	Document Files
• **File format:** jpg, jpeg or png • **File size minimum:** 500KB • **File size maximum:** 2MB • **Photo size minimum:** 900px wide by 1200px high • **Photo size maximum:** 2250px wide by 3000px high • **Aspect ratio (width to height):** 4:3 • **Photo layout position:** portrait • **Photo background:** white • Photos must be in full colour	• **File format:** doc, docx, pdf • **File size minimum:** 10KB • **File size maximum:** 2MB • Documents must be in full colour • Preferred file format is pdf