



# Application for Accreditation by Testing

**A FORM**

**OFFICE  
USE ONLY**

AUS  
NZ  
OS

Please use blue or black ball point pen to complete this form. Please print in **BLOCK LETTERS**.

**NAATI Number:**  
*(if known)*

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## Part 1 Personal Details

**Please provide the following proof of identification**

- Two recent passport photos - both endorsed and signed by a witness  
*(see witness section at Part 9 of this form for further details)*
- A certified copy of your passport, Australian driver's licence or proof of ID card  
*(only passports will be accepted from overseas candidates)*

**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**

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

**Gender** Female  Male   
*(please tick  one)*

**Country of birth**

**Postal address**

*For overseas residents please attach a separate address label in your language*

Suburb

State

Post/Zip code

City

Country

**Home phone**

( )

**Business phone**

( )

**Home fax**

( )

**Business fax**

( )

**Home mobile**

( )

**Business mobile**

( )

**Home email**

**Business email**

## Part 2 Residency Status

**Are you currently residing in Australia?**

**Yes** ▼

**No** ▼

**Are you an Australian Permanent Resident or citizen?**

**Yes (attach documents)** ▼  **No**

**My country of residence is ▼**

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If this is your first application with NAATI then please attach a certified copy of ONE of the following:

- Australian Passport
- Permanent Residency Visa
- Australian Citizenship Certificate
- Australian Birth Certificate

### Part 3

### Test 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)

**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.**

#### 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?**

- |   |   |
|---|---|
| <input type="checkbox"/> Paraprofessional Translator**        | <input type="checkbox"/> Paraprofessional Interpreter*      |
| <input type="checkbox"/> Professional Translator into English | <input type="checkbox"/> Professional Interpreter           |
| <input type="checkbox"/> Professional Translator from English |   |
| <input type="checkbox"/> Advanced Translator into English**   | <input type="checkbox"/> Advanced Translator from English** |

#### 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?**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Paraprofessional Translator**        | <input type="checkbox"/> Paraprofessional Interpreter*      |
| <input type="checkbox"/> Professional Translator into English | <input type="checkbox"/> Professional Interpreter           |
| <input type="checkbox"/> Professional Translator from English |   |
| <input type="checkbox"/> Advanced Translator into English**   | <input type="checkbox"/> Advanced Translator from English** |

#### 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?**

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

- |   |   |
|---|---|
| <input type="checkbox"/> Paraprofessional Translator**        | <input type="checkbox"/> Paraprofessional Interpreter*      |
| <input type="checkbox"/> Professional Translator into English | <input type="checkbox"/> Professional Interpreter           |
| <input type="checkbox"/> Professional Translator from English |   |
| <input type="checkbox"/> Advanced Translator into English**   | <input type="checkbox"/> Advanced Translator from English** |

**\* This level of test is not available outside of Australia**  
**‡ This level of test is available only in limited languages**

<b>OFFICE USE ONLY</b>	Language	L	T	E	Material
	Materials sent:	Office sent from:			

## Part 4

## Eligibility Requirements

NAATI requires evidence of your eligibility to sit the test. Acceptable documentation for the different levels of testing are detailed below. If you have been determined by NAATI to be eligible for this test(s) previously you do not need to re-provide documentation.

### 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 a NAATI Paraprofessional or Professional accreditation in another language (no document required)
- I hold a NAATI Language Aide or Recognition credential 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 document)
- I have completed post-secondary studies at the equivalent of Certificate Level 3 or greater (attach certified copy of document)
- I have work experience for more than two years as a translator or interpreter (attach certified copy of document)

### For Professional level testing

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

- I hold a NAATI Paraprofessional accreditation in the same language (no document required)
- I hold a NAATI Professional accreditation in this language (no document required)
- I hold a 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 document)
- 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 post-secondary level (attach certified copy of document)
- For Professional Translator testing only, I have work experience for more than two years as a translator or interpreter (attach certified copy of document)

### 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 document)
- I hold a NAATI Professional Translator accreditation in the language and direction relevant to my application (no document required)
- I have provided employer reference(s) as evidence of 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

## Language Proficiency

**Have you sat an English proficiency test?**

Yes  ▼ *Please attach results*

No

**Name of test**

IELTS  ▼ Other  Please specify

Academic  General

**What were your scores?**

Listening	Speaking	Reading	Writing	Overall

**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 do not** complete the following and 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**

<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 7

## Fees and Payment Details

All fees and charges are listed in Australian Dollars (\$AUD) and are valid from July 1 2014 to June 30 2015.

Testing Location	Australia		New Zealand	Other Countries
	Australian citizens and permanent residents*	Non-Australian citizens and non-permanent residents*		
Fees (\$AUD)				
Application Fee (non refundable) ‡	\$121.00	\$121.00	\$121.00	\$121.00
Testing Fees				
Paraprofessional Translator (both directions)	\$408.00	\$631.00	\$631.00	N/A
Paraprofessional Interpreter (both directions)	\$510.00	\$790.00	\$790.00	N/A
Professional Translator (each direction)	\$510.00	\$790.00	\$790.00	\$1405.00
Professional Interpreter (both directions)	\$637.00	\$986.00	\$986.00	N/A
Advanced Translator (each direction)	\$787.00	\$1218.00	\$1218.00	N/A

\*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: 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 7B

## 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
	City	Country	
<b>Postal address</b>	Suburb	State	Post/Zip code
	City	Country	
<b>Phone number</b>	(    )		
<b>Fax number</b>	(    )		
<b>Email address</b>			
<b>Employer/Supervisor or Sponsor Signature</b>	Signature:	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 ►
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(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"/>		

**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.
- Candidates must normally sit within ten weeks of being contacted to schedule a test date.
- A test fee must be paid each time a candidate sits a test.
- All test materials are and remain at all times the property of NAATI.
- NAATI provides each candidate 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, candidates must follow the instructions given by the Test Supervisor and the guidelines set out in the General Instructions provided to test candidates 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.
- NAATI does not release copies of test materials or copies of candidate responses to those test materials.
- In accordance with the concept of confidentiality within the code of ethics for the translation and interpreting profession a candidate must not disclose the contents of the test to any party.
- All candidate translation test scripts and interpreter test recordings are retained by NAATI for nine months.
- NAATI is not an "agency" as defined in the Freedom of Information Act. The Act also provides exemption for all examination materials.

**TEST RESCHEDULING**

Candidates who have received notification of their test date and time but need to reschedule an alternative appointment must contact NAATI in writing seeking consideration of their request. The written request must be received no less than one week after receipt of the test confirmation letter notifying the candidate of the date, time and location of the test.

A request for rescheduling received more than one week after receipt of the test confirmation letter may not be accommodated. Rescheduling will only be considered where there is a valid reason for the request (such as illness). Candidates may be asked to submit proof of such consideration when asking to change the scheduled test date.

Please note that:

1. Once a candidate has submitted an application for a test and payment has been taken the candidate cannot transfer the test venue. If a candidate wishes to change test venue the candidate must withdraw the current application and submit a new application for the new test venue (Cancellation fees will apply).
2. No test date can be confirmed by any office other than the office where the test is to be sat.
3. If a candidate wishes to transfer from a translator test to an interpreter test or vice versa then the candidate is required to withdraw from the first test application and reapply for the new test - by completing a new application form (Cancellation fees apply).
4. If a candidate requests to transfer from a Professional Interpreter to Paraprofessional Interpreter test the candidate must put their request in writing (NAATI may refund the difference if the request is received prior to confirmation of the test date).
5. If a candidate wishes to transfer a Professional Translator test to the other direction, a request must be received in writing (no Cancellation fees apply). However, for the purposes of scheduling the new test date, it is considered that the candidate has cancelled the original test and reapplied for a new test. This may mean for Chinese Professional Translator tests a candidate cannot sit in the session in which the original test was scheduled if there are other candidates already wait-listed for that session.

A non-refundable rescheduling fee will apply **every time** a test is rescheduled (see Forms & Fees section of NAATI website).

**ILLNESS AND SITTING A NAATI TEST**

Candidates 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 candidate.

NAATI may reschedule a test if provided with a medical certificate indicating the candidate is or was not well enough to sit on the scheduled date and covering the period when the candidate will not be medically fit to sit the test.

**WITHDRAWING FROM A NAATI TEST**

NAATI will consider each case for withdrawal on its merits. There are some circumstances, such as verifiable medical reasons, where NAATI may consider a full refund of a test fee. However in the absence of such circumstances NAATI will apply a cancellation fee (see Forms & Fees section of NAATI website).

- 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 made.

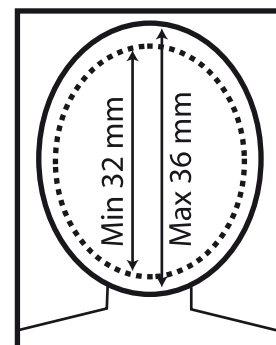
## Part 9

## 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 applicants 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 10

## 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**)
- I have provided a certified copy of my passport/driver's licence/proof of ID card  
Required if this is your first application to NAATI.
  - 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 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.
- 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 Part 8 of this application form.
- I declare the information provided in this application form is correct to the best of my knowledge.

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.