

NAATI Accreditation Steps

Step 1: Collect documents from SIIT

When you passed the exam, you are eligible to collect 2 documents, including:

- SIIT Official Certificate
- SIIT Official Transcript

Step 2: Prepare required documents

Required documents includes:

- Photocopy of the original passport or Australian Driver license
- Photocopy of the original certificate, transcript from SIIT
- NAATI Accreditation Application Form (B Form)
- Recent Australian passport size digital photo

Step 3: Complete the NAATI Accreditation Application Form (B Form)

(Note: Please fill in **BLOCK LETTERS**)

Part 1:
Personal Details

* Fill out the personal details. Please make sure all the information provided are correct and genuine.

NAATI Number: Please leave the 'NAATI Number' section blank if this is your first application to NAATI.

Part 2:
Proof of Identification

Please select **YES/NO** according to your visa status.

Part 3:
Application Details

For What Purpose are you seeking for NAATI Accreditation:

- if you would like to apply for the 5 immigration points, please fill in with **TO OBTAIN CREDENTIALLED COMMUNITY LANGUAGE POINTS**
- Otherwise, fill in others according to your needs, such as **TO WORK AS A TRANSLATOR OR INTERPRETER** etc

Accreditation Details:

- Language(s): based on the course you have studied, please write one of the following languages other than English: **CANTONESE/ KOREAN/ HINDI/ NEPALI/ PUNJABI/ VIETNAMESE**

Accreditation applied for:

1. **PROFESSIONAL TRANSLATOR FROM ENGLISH**
(For Korean students who study ADT only)
2. **PARAPROFESSIONAL INTERPRETER**

Part 4:
Application Details

Course Details:

- Name of Educational Institution: **SYDNEY INSTITUTE OF INTERPRETING AND TRANSLATING**
- Campus at which you studied: **MELBOURNE**
- State: **VIC**
- Name of approved course:
 1. **ADVANCED DIPLOMA OF TRANSLATING**, or
 2. **DIPLOMA OF INTERPRETING**
- Date started: **the month & year your course started** (you may refer to your SIIT student ID card or check with our staff)
- Date completed: **the month & year your course completed** (refer to your certificate)

Work Experience: Please attached related evidence as required.

Part 5:
Checklist & Declaration

Choose the corresponding options and sign your name and date at the end.
* **Note:** You can skip other parts of the form if you choose to visit your local NAATI office.

Step 4: Payment Details

Payment

- If you are not Australian PR or citizen, your payment is **\$AUD 529**.

Step 5: Hand in your documents on line

Hand in & waiting

- Submit all the documents to **applications@naati.com.au**

Melbourne Office: Suite 14/600 Lonsdale St, Melbourne VIC 3000

Office hours: 9:00am – 4:00pm Monday-Friday

Phone: (03) 9642 3301

* For more information, please visit www.naati.com.au