

Translated Documents Policy

To enhance quality assurance, all non-English documents submitted in support of an application to Audiology Australia to be accompanied by an English translation, in accordance with the requirements set out below. Such documents include, but are not limited to, proof of identity documents and proof of qualification(s) documents.

Who can translate documents?

If the documents are translated **in Australia**:

- The translator must be accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). The Australian Institute for Interpreters and Translators (AUSIT) Directory of Translators provides a current list of qualified, active AUSIT members who have NAATI accreditation in translating.

If the documents are translated **in a country outside Australia**:

- The translator must be approved by the authorities in the country where the translation is made. The International Federation of Translators (IFT) provides a list of translation associations, some approved by authorities to provide certified translations. The Australian Embassy, High Commission or Consulate in the country where the translation is made should be contacted if uncertain. Please note that if the translation provided is incomplete or inaccurate, the Professional Body will be required to request the applicant to provide translations completed by a translator accredited by NAATI.

Which translated documents are not accepted?

Translations prepared by persons familiar with the language but with no formal qualification are **NOT** acceptable. This includes translations made by relatives, friends, acquaintances or other volunteer agencies.

'Extract translations' of degrees, diplomas, certificates and transcripts are **NOT** acceptable. A full translation of these documents must be provided.

Date updated:	07/03/2017	Summary of changes made: Created per NASRHP requirements.
Date approved:	07/03/2017	
Approved by:	Tony Coles CEO	

What do accredited translators need to do when translating your documents?

Translators require original or a notarised photocopy of the documents, which must be clearly legible, for translation.

The translator must include an original signed statement indicating that the translation is accurate and the translator belongs to a certified organisation. The statement must include the translator's identification number or seal (or both on every page), printed name, address, and telephone number.

Once translated, certified/notarised copies of the translated documents and the documents in the original language must be submitted to Audiology Australia with the application, attached to the translator's original signed statement in English.

Fees

Applicants are responsible for covering all costs for the translation of documents. NAATI operates on a fee-for-service basis.