

Translating documents

The National Boards maintain quality standards for accepting documents. To enhance quality assurance, the National Boards require all non-English documents submitted in support of an application to be accompanied by an English translation, in accordance with the requirements set out below.

Any document, in a language other than English, that is, required by the National Boards in support of applications must be accompanied by an English translation. 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) – www.naati.com.au.

The Australian Institute for Interpreters and Translators (AUSIT) Directory of Translators provide a current list of qualified, active AUSIT members who have NAATI accreditation in translating – www.ausit.org.

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) – www.fit-ift.org – provide 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, in the National Boards' opinion, the translation provided is incomplete or inaccurate, the National Boards will request the applicant to provide translations completed by a translator accredited by NAATI.

What translated documents are not accepted?

Translations prepared by persons *familiar* with the language of origin, including relatives, friends, acquaintances or other volunteer agencies, are **NOT** acceptable.

‘Extract translations’ of degrees, diplomas, certificates and transcripts are **NOT** acceptable. The National Boards requires a full translation of these documents.

What do the above accredited translators need to do to translate 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 organization. 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 the National Boards 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.

If AHPRA is required to have documents translated, such as a Certificate of Registration Status or from an university, the applicant is responsible for covering all the associated costs.