



The Ultimate Migration Document Translation Checklist

A Guide to NAATI-Certified Translations for Australian Visa Applications



Introduction: Why Translation Matters

Moving to Australia is an exciting journey, but the paperwork can be daunting. One of the most common reasons for visa delays or rejections isn't the lack of evidence—it's the **quality and accreditation of the translations** provided.

The Australian Department of Home Affairs (DHA) has strict standards for documents not written in English. Whether you are applying for a Partner Visa, Skilled Migration, or Citizenship, your foreign documents must be translated by a professional who meets the national standard.

This eBook provides you with a clear, step-by-step checklist to ensure your documents are **"Immi-ready"** from day one.

The NAATI Standard: Non-Negotiable

In Australia, the **National Accreditation Authority for Translators and Interpreters (NAATI)** is the only body recognised by the government for certifying translators.



Onshore Applications

If you are applying from within Australia, your documents **must** be translated by a NAATI-certified professional. No exceptions apply.

Offshore Applications

While some overseas professional translations are accepted, the DHA strongly prefers NAATI-certified translations. Using a NAATI translator from the start eliminates the risk of your documents being questioned or requiring re-translation once you arrive.

⊗ The "No Self-Translation" Rule

Even if you are fluent in English, you cannot translate your own documents. This is considered a conflict of interest and will result in an **immediate rejection** of the document.

The Essential Document Checklist

Not every document in your life needs translating, but the "**Big Five**" categories below are almost always required for Australian visa applications.

□ **Category 1: Identity & Personal**

- Birth Certificates (you, partner, dependents)
- National Identity Cards
- Driver's Licences
- Change of Name Certificates / Deed Polls
- Passport Bio-Pages (if annotated)

□ **Category 2: Relationship & Family**

Critical for Partner Visas (Subclasses 820/801, 309/100) and family sponsorships.

- Marriage Certificates
- Divorce Decrees or Annulment Papers
- Death Certificates
- Adoption Papers
- Family Books/Registers

□ **Category 3: Education & Qualifications**

Mandatory for Student Visas and Skilled Migration (Subclasses 189, 190, 491).

- University Degrees and Diplomas
- Academic Transcripts (subjects and grades)
- Professional Licences (Nursing, Engineering, Teaching)
- Trade Certificates for vocational applications

□ **Category 4: Employment History**

Used to prove work experience for points-tested visas.

- Employment Reference Letters (company letterhead)
- Payslips or Salary Certificates
- Tax Documents (proof of paid employment)
- Statutory Declarations regarding work history

□ **Category 5: Character & Health**

- Police Clearance Certificates (every country, 12+ months)
- Military Discharge Papers
- Medical Reports (if requested by a Medical Officer of the Commonwealth)

What Your Translation **MUST** Include

Before you submit your translated document to the Department of Home Affairs, check that it contains these **six mandatory elements**. If any are missing, the document may be rejected.

1

Translator's Full Name

As registered with NAATI.

2

NAATI Practitioner ID

A unique number verifiable on the NAATI website.

3

Certification Stamp

Must clearly show the language pair (e.g., Spanish to English).

4

Statement of Accuracy

A formal declaration that the translation is a "true and accurate representation of the original."

5

Signature & Date

The date the translation was finalised.

6

Contact Details

Professional email or phone number for verification purposes.

How to Prepare Your Documents for Translation

To get the fastest turnaround and most accurate quote, follow these preparation steps before sending your documents.



→ **Scan, Don't Photo**

Use a flatbed scanner if possible. If using a phone, use a scanning app (like Adobe Scan) to ensure the document is flat, well-lit, and the edges are not cut off.

→ **Full Document Only**

Never send just a snippet. Translators are required to translate the **entire** document, including stamps, seals, and handwritten notes on the back of the page.

→ **High Resolution**

Ensure the text is legible. If a NAATI translator cannot read a name or date, they must mark it as **"illegible,"** which could lead to issues with your visa processing.

Common Pitfalls to Avoid

Even well-prepared applicants can stumble on these frequently overlooked issues. Knowing them in advance can save you significant time and stress.



Using Expired Credentials

NAATI certifications expire every **three years**. Ensure your translator's accreditation is listed as "**Current**" on the NAATI register before proceeding.



Extract vs. Full Translation

While "Extract" translations (summaries) are cheaper, many skills assessing authorities and the DHA now demand **Full** translations to see the complete context. When in doubt, go for the full version.



Spelling Discrepancies

Ensure the spelling of names in the translation matches your **Passport exactly**. If your birth certificate is translated with a different spelling than your passport, you may need a supporting statement.



Ready to Start?

At **Australian Translation Services**, we specialise in migration-ready, NAATI-certified translations. We understand the high stakes of your visa application.

100% Acceptance Guarantee

Accepted by the Department of Home Affairs — every time.

Fast Turnaround

Often within **24–48 hours** so your application stays on track.

Secure Handling

Your private legal documents are treated with the utmost confidentiality.

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Disclaimer: *This guide is for informational purposes only and does not constitute migration advice. Always check the specific requirements for your visa subclass on the Department of Home Affairs website.*