



APPLICATION FORM TRANSLATION

Translators are professional communicators who translate written documents from one language to another.

ADMISSION CRITERIA

You are eligible to apply in translation if you meet any of the following criteria:

1. Hold a Canadian bachelor's degree, master's degree, or doctorate in translation.

OR

2. Hold a foreign bachelor's degree, master's degree, or doctorate in translation.

OR

3. Hold a bachelor's degree, a master's degree, or a doctorate in any domain, awarded by a Canadian or foreign institution plus two years of full-time* translation experience in the language combination for which you are applying.

OR

4. Have the equivalent of four years of **full-time*** translation experience in the language combination for which you are applying.

- **Foreign academic credentials must be evaluated by World Education Services (www.wes.org/ca/) or the International Credential Assessment Service of Canada (<http://www.icascanada.ca/>).**
- **Full Time Experience is considered approximately 100,000 words translated per year or at least 30 hours of translation work per week.**
- **Your translation experience must be from within the last five years and must be attested to by a recent letter of reference from an employer or from two or more clients (each providing a letter) if you work as an independent/freelance translator.**

CONTACT INFORMATION

First and Last Name:		Preferred name:	
Native language:	Title: Mr. Ms. Mrs.	Telephone:	
Mailing address:		Email:	
City:	Province:	Postal code:	
Language of correspondence: EN FR		Date of Birth:	

LANGUAGE COMBINATION

(You translate FROM what language TO what language?) One Combination per Application

Source Language	Target Language
-----------------	-----------------

You must complete this form for each new language combination.

Non-refundable application fee: \$120 plus tax

Applications will only be reviewed upon receipt of the application fee.

Applications paid by credit card must be submitted electronically to application@atio.on.ca

Applications paid with a cheque must be submitted via regular mail to:

1 Nicholas Street, Suite 1202, Ottawa, Ontario, K1N 7B7

(Please do not submit your application using both methods)

PAYMENT INFORMATION

Payment type: Visa MasterCard Cheque (payable to ATIO)

The ATIO office will call you at the number you provided to process your payment if using a credit card.

SUPPORTING DOCUMENTS

Any documents not already in English or French must be translated by an ATIO Certified Translator.

All applications must include the following:

- Signed and completed application form.
- Your curriculum vitae.

Submit the following supporting documents according to the criteria under which you are applying:

1. Hold a Canadian bachelor's degree, master's degree, or doctorate in translation.
 - A copy of your Canadian degree in translation.
 - A copy of your transcripts indicating completed courses in translation.
2. Hold a foreign bachelor's degree, master's degree, or doctorate in translation.
 - A copy of your foreign degree in translation.
 - A copy of your transcripts indicating completed courses in translation.
 - A copy of your WES or ICAS evaluation.
3. Hold a bachelor's degree, a master's degree, or a doctorate in any domain, awarded by a Canadian or foreign institution plus two years of **full-time*** translation experience in the language combination for which you are applying.
 - A copy of your degree.
 - A copy of your WES or ICAS evaluation (if degree is foreign)
 - Letters of reference from at least one employer or two or more clients (if freelance) indicating full-time experience in the language combination for which you are applying.
4. Have the equivalent of four years of **full-time*** translation experience in the language combination for which you are applying.
 - Letters of reference from at least one employer or two or more clients (if freelance) indicating full-time experience in the language combination for which you are applying.

IMPORTANT, MUST-READ INFORMATION

- You will be contacted by email informing you whether your application is accepted or rejected. Applications will be rejected and destroyed as per our administrative procedure if they do not meet the requirements. To reapply, you must submit another application and pay the application fee again.
- The contents of your application package must be written in either English or French. Documents written in any other language will need to be translated into either English or French by an ATIO-Certified Translator (<https://atio.on.ca/directory/>).
- Non-required admission documents will not be consulted, conserved, or returned to applicants. These documents will be destroyed as per our administrative procedure.
- Approved applicants in translation are required to write ATIO's Translation Entrance Exam (if applicable).

SIGNATURE

- I have read and understood all instructions on this form as well as on the ATIO website.
- I have completed this form as indicated.
- I have included the required documents.
- I authorize the verification of the information provided on this form and in the attached documents

Applicant's signature:

Date:

Please submit this form and all supporting documents to: application@atio.on.ca