



# APPLICATION FORM TRANSLATION

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

## ADMISSION CRITERIA

**To apply in translation, you must either:**

Hold a Canadian BA, MA or PhD in translation (in which case you are exempt from writing the Entrance Exam) or a foreign BA, MA or PhD in translation evaluated by World Education Services (WES) or the International Credential Assessment Service of Canada (ICAS);

**OR**  
Hold a Canadian or WES-evaluated (or ICAS-evaluated) BA, MA or PhD in any domain, plus the equivalent of two years (i.e. approximately 100,000 words per year or at least 30 hours per week) of translation experience in each language combination for which you are applying;

**OR**  
Have the equivalent of four years (i.e. approximately 100,000 words per year or at least 30 hours per week) of translation experience in each language combination for which you are applying;

**OR**  
Be a member in translation in good standing of a member association of CTTIC or OTTIAQ (in which case you are exempt from writing the Entrance Exam) with an official letter attesting that you are indeed a member in good standing with your association).

**Your translation experience must be from within the last five years and must be attested to by at least one reference letter from an employer or client.**

## CONTACT INFORMATION

Full legal name:		Preferred name:	
Native language:	Title: Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/>	Telephone:	
Mailing address:		Email:	
City:	Province:	Postal code:	
Preferred language of correspondence: EN <input type="checkbox"/> FR <input type="checkbox"/>			

**Are you already a member of ATIO? Yes  No**   
Members of ATIO are not required to pay the application fee.

## LANGUAGE COMBINATION

(You translate FROM what language TO what language?)

Source language:	Target language:
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## Non-refundable application fee: \$90 plus tax (according to the tax rate in your province of residence)

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

Applications paid by credit card must be submitted electronically via the ATIO website at <https://atio.on.ca/membership/application/>.

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.

### IMPORTANT, MUST-READ INFORMATION

**The following supporting documents must accompany this signed and dated application form.**

- A copy of your relevant university diploma, as per the admission criteria (if applicable)
- Your reference letter(s) substantiating your translation experience for the language combination(s) you are applying for, as per the admission criteria (if applicable)
- A copy of your official letter attesting that you are indeed a member in good standing with a professional association under CTTIC, as per the admission criteria (if applicable)
- Your curriculum vitae
- Your application fee

**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.**

**Reference letters and the rest of your application 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/>).**

**Foreign academic credentials must be evaluated by World Education Services ([www.wes.org/ca/](http://www.wes.org/ca/)) or the International Credential Assessment Service of Canada (<http://www.icascanada.ca/>).**

**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\*.**

It is a two-hour long, in-person, handwritten exam where applicants are required to translate a short, general text in the language combination(s) for which they applied. The Entrance Exam cost is \$225 (plus HST) per language combination and is held multiple times per year in both Ottawa and Toronto. Please visit the ATIO website (<https://atio.on.ca/2017-exam-schedule-and-registration-deadline-dates/>) for exam dates. Approved applicants will be invited via email to write the Entrance Exam (if applicable).

**\*Applicants with a Canadian university degree in translation or who are already members of a CTTIC member organization or OTTIAQ are exempt from sitting for the Entrance Exam.**

### SIGNATURE

- I have read and understand 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:**