



# 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/](http://www.wes.org/ca/)) or the International Credential Assessment Service of Canada (<http://www.icascanada.ca/>).**
- **Full Time Experience is considered more than 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: |
|------------------|------------------|

## Non-refundable application fee: \$130.00 plus tax

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

Applications must be submitted electronically to [application@atio.on.ca](mailto:application@atio.on.ca)

### 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.
- A copy of a valid photo ID issued by a Canadian institution.

***(CHOOSE ONE) 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 **complete** WES Course-by-course or ICAS Postsecondary comprehensive assessment report.
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 **complete** WES "course-by-course" or ICAS specific evaluation (if degree is foreign).
  - A copy of your transcripts.
  - 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.
- Once approved, you are required to write an Entrance Exam within 12 months of the date of your acceptance letter.

### 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](mailto:application@atio.on.ca)**

I intend to obtain certification through the CTTIC Certification Exam.

I intend to obtain certification through the On-dossier Certification process.