

Admission request

Print this form and send it completed to:

A I T C
route des Morillons 15
CH-1218 Grand-Saconnex
Switzerland

Telephone (+41-22) 791 06 66
Fax (+41-22) 788 56 44
Email: secretariat@aitc.ch

1. Name (Mr., Ms.):

.....

2. First name(s) (no more than two; underline the name usually used):

.....

3. Date and place of birth:

.....

4. Nationality:

.....

5. Mailing address:

.....

.....

.....

Fixed tel. number (+ country code + area code + number):

.....

Cell phone:

.....

Fax number:

.....

E-mail address:

.....

6. Another address you would like to appear in the Directory:

.....
.....
.....

Fixed tel. number (+ country code + area code + number):

.....

7. Degree qualifications (title, date and place):

.....

8. Languages:

i) Mother tongue, the language you translate into:

.....

ii) Source languages:

a) language(s) you are fluent in and translate from regularly (A languages):

.....

b) languages you translate from with less ease (B languages):

.....

iii) (For précis-writers only) Languages for which you do not need interpretation:

.....

9. Nature of duties :

- Translator
- Précis-writer
- Report writer
- Reviser tr.
- Reviser pr.
- Editor
- Terminologist

10. Present grade when working for international organizations:

- T.1 T.2 T.3 T.4

11. Do you accept home translation? YES | NO

12. Professional domicile (the place where you are locally recruited; a translator can have only one professional domicile):

i) if you are self-employed:

.....

ii) if you have a permanent position or a fixed-term contract, indicate the name and town of your organization:

.....

13. Membership category (tick the category you are applying for):

- Candidate member If you have worked at least 100 days and less than 300 days in international organizations.
- Active member 1) If you have worked at least 300 days in international organizations; one third of those 300 days may consist of home work (1650 words of such work being considered equivalent to one day's work).
2) If you have a permanent position or have retired.
- Associate member If you have a permanent position or have retired and are not professionally active and do not wish to become an active member.

14. (Complete A or B depending on your situation)

A. You are presently self-employed:

Which international organizations do you work/have you worked for?

Name:

.....

Duties:

.....

Have you previously held a permanent position in an international organization?
YES | NO

If yes, indicate:

Name:

.....

Duties:

.....

Dates:

.....

How many days in total have you worked in the past two years for the international organizations, either as a self-employed or as a permanent translator (please enclose photocopies of the contracts):

on-site:

.....

at home (1,650 words is equivalent to one day's work):

.....

B. If you have a permanent position, indicate:

Name and address of the organization:

.....

.....

Starting date (Please attach supporting documentation):

.....

If admitted, I undertake to abide by the provisions of the AITC Constitution, Professional Code and Code for Contractual Translation.

Place and date:

Signature:

Remark: Please note that candidates admitted to membership are required to pay the admission fee and the annual membership fee within two months of notification of their admission, failing which a new application will have to be submitted.