

**A I T C**  
**International Association of Conference Translators**  
Translators, Revisers, Précis-Writers, Editors and Terminologists

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**Application for membership**

*Throughout this form, the word "translator" is understood to mean not only a translator per se but also a reviser, précis-writer, report-writer, editor or terminologist*

<b>1.</b>	<b>Full name as used for professional purposes, to be listed in the AITC Membership Directory.</b> Please underscore the family name(s). <i>Examples: Margaret <u>Butler</u>; Esther Louise ("Bonnie") <u>Taylor</u>; E. T. W. ("Jack") <u>Thompson</u>; Edward <u>van der Vliet</u>; <u>Zhang Zhiyuan</u></i>
	___ Mr ___ Ms _____

<b>2.</b>	<b>Date and place of birth</b> _____
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<b>3.</b>	<b>Nationality</b> _____
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<b>4.</b>	<b>Permanent mailing address</b> _____ _____  <b>Telephones: landline and mobile</b> (+country code+area code+number) _____ _____  <b>E-mail address</b> _____ _____
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<b>5.</b>	<b>Additional address to be listed in the Directory, if any</b> _____ _____  <b>Telephones: landline and mobile</b> (+country code+area code+number) _____ _____  <b>E-mail address</b> _____ _____
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<b>6.</b>	<b>Degrees and diplomas</b> (title of qualification, issuing institution, place and date)  _____ _____ _____
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7.	<p><b>Mother tongue</b>, the target language into which you translate _____</p> <p><b>Source languages which you understand thoroughly and from which you translate regularly</b> ("A" languages) _____</p> <p><b>Source languages from which you translate with less ease</b> ("B" languages) _____</p> <p><b>For précis-writers only:</b> Languages for which you do not need to listen to the interpretation _____</p>
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8.	<p><b>Specialized functions you have experience performing:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">___ Translation</td> <td style="width: 25%;">___ Précis-writing</td> <td style="width: 25%;">___ Editing</td> </tr> <tr> <td>___ Contractual translation, paid by the word</td> <td>___ Report-writing</td> <td>___ Terminology</td> </tr> <tr> <td>___ Revision of translations</td> <td>___ Revision of minutes and reports</td> <td></td> </tr> </table>	___ Translation	___ Précis-writing	___ Editing	___ Contractual translation, paid by the word	___ Report-writing	___ Terminology	___ Revision of translations	___ Revision of minutes and reports	
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___ Revision of translations	___ Revision of minutes and reports									

9.	<p>▪ <i>Please answer the questions in this column only if you currently work as a short-term (temporary) translator, paid by the day.</i></p> <p style="text-align: center;">=====</p> <p><b>When you work in the United Nations common system, what is your current category?</b></p> <p>___ T.I                      ___ T.III/R.I                      ___ R.III</p> <p>___ T.II                      ___ T.IV/R.II</p> <p style="text-align: center;">=====</p> <p><b>When you work in international organizations outside the United Nations common system, what is your grade?</b> _____</p>	<p>▪ <i>Please answer the questions in this column only if you hold a regular ("permanent") staff post.</i></p> <p style="text-align: center;">=====</p> <p><b>If you are a regular staff member of an organization in the United Nations common system, what is your current grade?</b></p> <p>___ P1                      ___ P3                      ___ P5</p> <p>___ P2                      ___ P4                      ___ D1</p> <p style="text-align: center;">=====</p> <p><b>If you are a regular staff member of an organization outside the United Nations common system, what is your grade?</b> _____</p>
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10.	<p><b>Do you undertake, or are you willing to undertake, contractual translation (home translation) paid by the word?</b></p> <p>___ Yes                      ___ No</p>
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11.	<p><b>Professional domicile</b></p> <p>Everyone working as a <b>short-term (temporary) translator</b> in the United Nations common system – whether a member of AITC or not – must declare his or her professional domicile. The professional domicile is the only place in the world where the translator may work on-site as "local". It may be changed at intervals of at least 12 months. <b>What is your professional domicile?</b></p> <p>Or if you are a <b>regular staff member of an organization</b>, please give the name of that organization and your duty station?</p> <p>_____</p>
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12.	<p><b>Please complete either part A or part B below, whichever applies:</b></p> <p><b>A. If you work for international organizations as a freelancer</b>, whether as a short-term (temporary) translator paid by the day or as a contractual translator paid by the word, please indicate what organizations you work for, or have worked for in the past.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">• Organizations:</td> <td style="width: 50%;">• Specialized functions:</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </table>	• Organizations:	• Specialized functions:	_____	_____	_____	_____	_____	_____
• Organizations:	• Specialized functions:								
_____	_____								
_____	_____								
_____	_____								

Have you previously held a regular staff post in an international organization? If so, please indicate the following:

• Organizations, posts and dates:

• Specialized functions:

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During the last two years, how many days of work have you performed for international organizations, whether as a freelancer or as a regular staff member (the minimum requirement is 100 days)? Please include photocopies of contracts.

• as a short-term (temporary) translator paid by the day or as a regular staff member: \_\_\_\_\_

• as a contractual translator paid by the word (based on 1 650 words being counted as one day): \_\_\_\_\_

**B. If you are a regular staff member of an organization, please indicate the following:**

Name and address of the organization:

Date of entry on duty:

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13.

Below, please indicate the membership category for which you are applying:

\_\_\_\_\_ **Candidate Member\*** This category is open to you if you have worked at least 100 days but not more than 300 days in international organizations. If this is your situation, the Candidate Member category is the only category for which you are eligible.

\_\_\_\_\_ **Active Member\*** This category is open to you if you have worked at least 300 days in international organizations, including at least 100 days in the past two years. This category is mandatory if you are freelancer (whether a short-term (temporary) translator paid by the day or a contractual translator paid by the word). It is also open to you if you are a regular staff translator.

\_\_\_\_\_ **Associate Member\*** This category is open to you only if you meet the requirements to become an Active Member but opt not to do so on the grounds that you do not undertake any form of freelance translation work (whether because you are a regular staff translator of an international organization or because you have ceased to work as a translator altogether).

\* For contractual translation (paid by the word), 1 650 words are counted as one day.

**If admitted to membership of the Association, I undertake to abide by the provisions of its Constitution, Professional Code and Code for Contractual Translation.**

Place and date: \_\_\_\_\_ Signature : \_\_\_\_\_

*Please note: Candidates admitted to membership are required to pay the admission fee and annual membership subscription within two months of being notified of admission, failing which a new application will be required.*