



IRISH TRANSLATORS' & INTERPRETERS' ASSOCIATION
CUMANN AISTRITHEOIRÍ AGUS ATEANGAIRÍ NA HÉIREANN

Application form for the 2017 **ITIA Certified Legal Translator** examination
Closing date for applications: 5 pm (Irish time), Friday, 27 October 2017

Title (Mr/Mrs/Ms/Dr/other.): _____

Surname: _____

First name(s): _____

Address: _____

Telephone: _____

Mobile: _____

Fax: _____

Email: _____

Website: _____

Professional Member of the ITIA since: _____

Language pair(s) for which the Application is being made (**Please note that any target language other than the mother tongue must be at 'near-native' level**).

Language pairs may only include those language pairs for which the Professional Member has been approved for Professional Membership of the ITIA.

A language pair must include either English or Irish.

Source _____ Target _____

Source _____ Target _____

I wish to be included in the panel of ITIA Certified Legal Translators Yes _____ No _____

All applications MUST be accompanied by:

1. A full CV
2. **One** character and **one** professional reference in original.
3. Administration fee of €20 (**non-refundable**) [paid by bank transfer () or paypal ()]

The ITIA reserves the right to request the submission of proof of qualifications.

Please read page two of this application carefully.

I declare that the information given above is correct and I vouch for the authenticity of any documentation attached (references, certificates, etc).

I hereby apply to take the examination to become an ITIA Certified Legal Translator.

Signed: _____ Date: _____

I have read and I accept the procedure as set out in the document ITIA Certified Legal Translator Application Procedure 2017.

Signed: _____ Date: _____

Please submit this application form and any relevant documentation and the admin fee to arrive no later than **5 pm, 27 October 2017 by post AND email to:**

The Secretary

Certification Sub-Committee

Irish Translators' & Interpreters' Association

Irish Writers' Centre

19 Parnell Square, DUBLIN 1

T: +353-87-6738386

and:

E: info@translatorsassociation.ie



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CUMANN AISTRITHEOIRÍ AGUS ATEANGAIRÍ NA HÉIREANN

Application to take the ITIA Certified Legal Translator examination 2017

IMPORTANT INFORMATION

1. Only complete applications from current, fully-paid up Professional Members of the ITIA will be considered.
2. Each application must be submitted by post and by email.
3. Late applications will not be considered.
4. The administration fee of €20 can be paid by bank transfer or paypal. For details, please see the ITIA website at: <http://translatorsassociation.ie/content/view/34/59/>. Please include the following reference with your payment: "your surname + CT".
5. Receipt of your application and administration fee will be acknowledged by email.
6. Supporting documents submitted with applications will **not** be returned by the Certification Sub-Committee. Please do not include originals, apart from the two references. The Certification sub-committee may ask to see the originals before making a final decision on an application.
7. You will be notified by the ITIA Certification sub-committee as to whether you have been approved to take the examination not.
8. The ITIA Certified Legal Translator examination will take place between **23 and 25 November 2017**. Candidates will receive their exam texts by email by midday on Thursday, 23 November and must return their translations by 5pm on Saturday, 25 November.
9. The deliberations of the Certification Sub-Committee are confidential and all translations scripts are assessed anonymously.
10. Please do not include the fee for **assessment** with this application. The fee for **assessment** should only be submitted **after notification that the applicant has been approved to take the examination**.

The ITIA reserves the right to amend any aspect of this Certification procedure.

ITIA Certification Sub-Committee
September 2017