

# Quick Guide *for Applicants*



aiic

ASSOCIATION INTERNATIONALE  
DES INTERPRÈTES DE CONFÉRENCE

INTERNATIONAL ASSOCIATION  
OF CONFERENCE INTERPRETERS

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# *AIIC* Basic Texts



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Before you start, read through our Basic Texts and the rules all members and pre-candidates must follow:



***Code of Professional Ethics***



***Professional Standards***



***Admission Regulations***

For a more detailed explanation of the application procedure, refer to the *Practical Guide for Applicants*



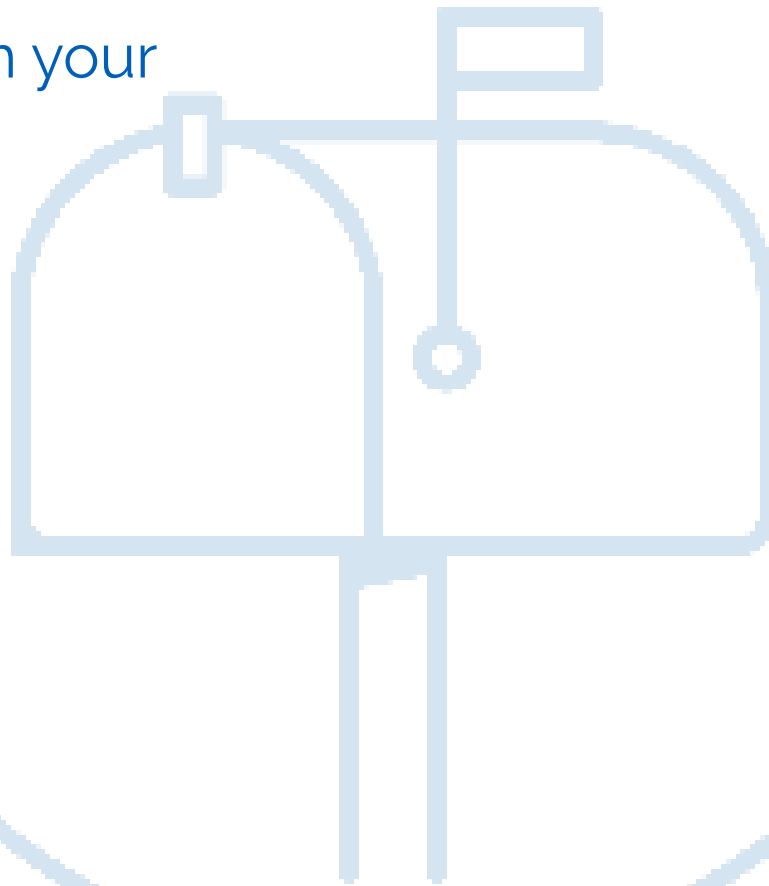
AllC currently has 23 regions around the world.

If your professional address lies in one, you will automatically become a member of that AllC region, where you can attend local AllC events and network with colleagues.



# Professional Address

Your professional address, which can be different from your residential address, determines which region you are part of.



# Application Deadlines

> **May 31**

> **November 30**

Files received before

> **April 30**

> **October 31**

can be prescreened for  
completeness.



# *Types of Affiliation*

Select the right application for you:



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## Member

I am a conference interpreter who has worked more than 150 days.



## Pre-candidate

I am a conference interpreter who has worked less than 150 days.

# Member

You have worked with AICC members willing to sponsor you and vouch for your professional skills, ethics and linguistic competence.



# Pre-candidate

You know at least 3 AICC members who can vouch that you work as a conference interpreter.

	SPONSOR	DAYS WORKED	VOTING RIGHTS	LISTED IN PUBLIC DIRECTORY	APPLICATION FEE	USE OF AIIC LOGO AND NAME
Member	At least 3 members attest to your professionalism, ethics and language skills. 2 of your sponsors should have their professional address in the same country as you.	At least <b>150</b>	<b>YES</b>	<b>YES</b>	<b>CHF 50</b>	<b>YES</b>
Pre-candidate	3 members confirm that you work as a conference interpreter.	Less than <b>150</b>	<b>NO</b>	<b>NO</b> Only visible to members	<b>CHF 50</b>	<b>NO</b> Only the mention of AIIC pre-candidate (or candidate) status is possible.



*Completing the*  
Application Form



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# Language Classification

When applying for membership, you need to classify your working languages according to the AllC system (Application Form Part 1).

- A** Your native language. All members must have at least 1 'A' language.
- B** You have a perfect command of this language and work into it from one or more of your other languages.
- C** You have a complete understanding of this language. You work from this language into your A or B languages.

Once you join AllC you can reclassify or add new languages.

## > **Why do I need sponsors?**

As a professional association, AIIIC only admits competent working conference interpreters.

Each member is sponsored by their peers who have worked with them and can attest to their skills and professionalism.

Complete your sponsors' details on part 2 of the application form.



## > **Who can sponsor me?**

Your sponsors must be:

- > active members of AIIIC when the Secretariat receives your application
- > members with at least 5 years' seniority in AIIIC for each language pair they sponsor
- > members who have worked with you in person in the previous 3 years and can testify to the quality of your work.



## > **How many sponsors do I need?**

You need at least 3 sponsors

The same sponsor can cover more than  
1 language pair

At least 2 sponsors must have their professional  
address in the same region as you

(this rule is described in detail in the *Practical Guide for Applicants*)





> **How many sponsors do I need for my A language?**

For an A target language, you need at least 2 sponsors.

Your sponsors must have an  
A in your target language and an  
A, B or C in your source language.



## > **How many sponsors do I need for a B language?**

For an B language you need at least 2 sponsors.

1 sponsor with an

A in your target language and an  
A, B or C in your source language.

1 sponsor with an

A or B in your target language and an  
A, B or C in your source language.



## > **How many sponsors do I need for a C language?**

For a C language (always a source language) you need at least 2 sponsors, each with:

A or B in your target language and  
A, B or C in your source language.



Let's look  
at some  
*examples*  
of how  
sponsorship  
works...



# Example 1

- > **I have two active languages: Norwegian A and British Sign B.  
How many sponsors do I need?**



**A**



**B**

Two language pairs will have to be covered:

BSL into NOR A

At least 2 sponsors with NOR (A)  
and BSL (A, B or C)

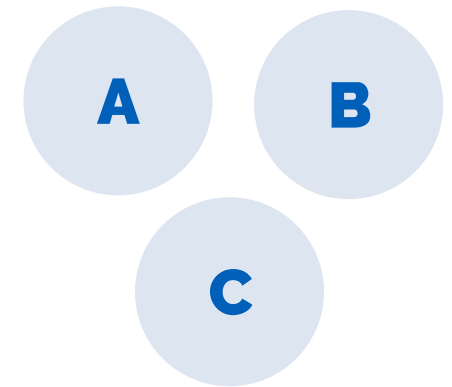
NOR into BSL B

At least 2 sponsors, one with BSL (A)  
and NOR (A, B or C) and one with  
BSL (A or B) and NOR (A, B or C)

NB: 1 sponsor may be able to cover multiple language pairs,  
but you must always have at least 3 sponsors.

# Example 2

- > **I want to apply with: English A, French B, German C.  
Which combinations should my sponsors have?**



Three or four language pairs will have to be covered:

FRA into ENG A

At least 2 sponsors with ENG (A) and FRA (A, B or C)

DEU into ENG A

At least 2 sponsors with ENG (A) and DEU (A, B or C)

ENG into FRA B

At least 1 sponsor with FRA (A) and ENG (A, B or C)  
and one with FRA (A) or FRA (B) and ENG (A, B or C)

DEU into FRA B

Not all interpreters feel comfortable working from C > B  
but the requirements are the same as for A > B

NB: 1 sponsor may be able to cover multiple language pairs.

You must always have at least 3 sponsors.

# Example 3

- > **I am only applying with one A language and one C language.  
I work from Japanese (C) into Chinese (A).  
Do I still need 3 sponsors?**

**A**

**C**

For the single language pair JPN C into ZHO A you would need:

At least two sponsors with ZHO (A) and JPN (A, B or C)  
and a third sponsor preferably with JPN  
and/or ZHO as A, B or C language.

Click *[here](#)* for a more detailed explanation  
of sponsorship.



Waivers need to be requested and can be granted in exceptional circumstances.

If you have problems meeting the admission requirements, you may still be eligible to apply for AllC membership.





## > **When can I request a waiver?**

### **Language waiver**

For a sponsor who lacks the relevant languages.

### **Seniority waiver**

For a sponsor who has been an active member for less than 5 years.

### **Regional waiver**

If you cannot find two valid sponsors in your region or who comply with article 10 of the Regulation governing admissions and language classification.

### **Number of Days waiver**

If you have difficulty collecting 50 days of work in a language pair because of your particular language combination or the environment in which you work.

### **Article 7 waiver**

If you do not work from all your languages into your A language(s).

## > How do I request a waiver?

Remember that waivers are an exception, so try to come as close as you can to meeting the admission criteria.

If you can't find sponsors that meet all the requirements, ask an AICC member to listen to you work or watch you sign and take your relay.



Write a cover letter explaining why you are requesting each waiver.



Upload the letter to part 2 (language pairs - waiver section) of the application form.



Upload any diplomas or certifications from interpreting schools to support your waiver request.

## > I'm a freelance interpreter, how do I document the days I have worked?

Complete the following details of at least the last 150 days worked in chronological reverse order in part 2 of the application form:

- > dates of your assignments and number of days worked
- > the venues
- > the subject of the meeting
- > the mode of interpretation
- > your sponsors
- > the language pairs you were recruited for



## > I mainly work for an institution, how do I document the days I have worked?

You can either complete the list of meetings (see previous page) or attach a certificate from your institution stating:

- > the period of time covered
- > your language combination
- > the number of days worked for each language pair
- > when you added new languages to your combination (if appropriate)



## > What happens after the application?

- 1** We contact your sponsors to confirm their willingness to sponsor you.
- 2** The Committee for Applications and Language Classifications (CACL) meets twice a year in January and July and reviews your application.
- 3** The 60-day challenge period begins when the list of approved candidates is published and made available to all members.
- 4** Any challenges during the 60 days are investigated by CACL.
- 5** No successful challenges? At the end of 60 days, you will be proclaimed **a member of AIIIC!**



# *Checklist*



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✓ *A list of at least your last 150 working days or a certificate from your institution*

✓ *Sponsors for each of your language pairs*

✓ *Read AllC's Professional Standards and agree to follow them at all times*

✓ *Read AllC's Code of Ethics and agree to respect them at all times*

✓ *A professional address*

✓ *The application fee*

✓ *A recent photo (optional)*

✓ *Create a profile on [aiic.org](http://aiic.org) and submit your application before the bi-annual deadlines*



For more details, see the *Practical Guide for Applicants*



# Contacts

Still got questions  
about the application process?  
AllC's Secretariat is ready to help  
guide you through the process.

 [contact@aiic.org](mailto:contact@aiic.org)

 **+41 - 22 908 15 40**

 [aiic.org](http://aiic.org)