



ITI Application Terms & Conditions

Individual applications (except student applications) incur a non-refundable £60 application fee.

Corporate applications incur a non-refundable £132 application fee.

Student applicants are required to pay their subscription fee for the relevant membership quarter in which they are applying, when they submit their application form. Details of the subscriptions due by ITI membership quarters and the various ways that payments can be made to ITI are detailed on the ITI website. [Click here to view relevant page.](#)

No application can be reviewed or considered without the application fee having been paid.

Applications fees paid are non-refundable regardless of whether the applicant is successful in their application or not.

Application fees do not form part of any membership assessment fee or category subscription fee. The assessment and subscription fees are separate fees. Assessment fees are payable for those wishing to be assessed for qualified membership – MITI and subscription fees becomes payable once an application is accepted and the applicant/corporate is invited to join ITI.

It is the applicants responsibility prior to starting the application process, to ensure that they have read and understood the criteria and requirements of the particular category for which they are applying and have established their ability to obtain and provide ITI with the required documents and information within the application period of no longer than 12 weeks.

Applicants have 12 weeks to provide ITI with all of the required application documentation from paying the application fee. Application documentation should be gathered by the applicant and then submitted by the applicant to ITI in one submission. Failure to do so within this time period will result in the application being declined as an incomplete submission and the applicant would be required to pay the application fee again and resubmit all documentation if they wanted to apply again in the future.

Documentation cannot be returned to the applicant once the application process has been completed, therefore only copies of certificates should be provided to ITI and not originals.

ITI reserves the right to request additional information/documentation from applicants in order to satisfy their suitability to join ITI.

Corporate Language Service Business' are required to demonstrate that their business has been incorporated for at least two years and is of good standing with a low or very low risk rating – an Experian search will be carried out by ITI to verify this.

Corporate Language Service Business applicants must be able to demonstrate that they are engaging the services of ITI's full qualified members (MITI's) on a regular basis. They will be required to provide a supplier reference from at least one MITI who is able to confirm that they have been providing the business with Translation and/or Interpreting services on a regular basis for at least a year.

If you have indicated that your business provides both translation and interpreting services you will be required to provide an MITI reference for each. The same referee can provide a reference that covers both types of service as long as they are a supplier of both services for your business and meet the rest of the reference criteria.

ITI will carry out all checks that are deemed relevant to establish if a corporate applicant meets ITI's exacting standards and is suitable to be associated with ITI's name a good reputation.

ITI reserves the right to decline an application at its absolute discretion. ITI's decision is final and no correspondence will be entered into.

By applying, all applicants are confirming that they have read and understood the application terms and conditions and agree to abide by ITI's Code of Professional Conduct.

All documentation pertaining to an application will be deleted from ITI's records upon completion of the application process. This will be carried out regardless of whether the application to join ITI is accepted or rejected. It is not ITI's policy to store documentation once it is no longer required and therefore applicants should retain copies for their own records if they wish to, prior to submitting to ITI.

ITI reserves the right to change the joining criteria requirements without notice.

ITI reserves the right to remove or add a category of membership without notice.

ITI reserves the right to decline an application at its absolute discretion. ITI's decision is final and no correspondence will be entered into.