



Requirements for MITI (Translator) applicants

You are required to submit a minimum of **two** professional references demonstrating a minimum of **three** years working experience as a translator and a degree in any subject, **for each language pair** you wish to be assessed in. The references must demonstrate **six years** if you do not have a degree. See further details below.

1. Professional reference for MITI (Translators):

A professional reference must be from somebody that you have worked for in the capacity of a professional translator. This could be your client or a line manager – if you work in-house or for an agency. This person will be able to comment on the quality of your work from the perspective of an employer and must have known you professionally for a minimum of one year. They must be somebody who you have worked for or is senior to you if you are an in-house translator (it cannot be provided by a co-worker who is not senior to you in status). You cannot submit references from multiple people in the same agency covering the same work.

We cannot accept professional references from relatives or partners.

The time between the start and end date of your reference shows the amount of professional experience demonstrated. For applicants who work for several clients/agencies at a time this experience may overlap. This could result in a mixture of consecutive and concurrent references. Please see below how to calculate the total time for your references.

Consecutive references

If **Reference 1** demonstrated that work was first carried out for your client June 2017 and last carried out August 2019 – Total experience shown = 2 years 3 months

If **Reference 2** demonstrated that work was first carried out for your client Sept 2019 and last carried out July 2021 – Total experience shown = 1 year 10 months

Total experience covered by the two examples of references = **4 years and 2 months**

Concurrent references

If you have worked for multiple clients at the same time – as many translators do – your references will probably overlap and, therefore, you cannot simply add them together to work out the total time covered. Should this be the case, you would need to take the earliest date that work was carried out from any of your references and then the most recent occasion that work was carried out from any of the references; the difference between those two dates will give you the time period covered by the collective references. In the example below the references cover June 2018 to August 2021 = 3 years 3 months



For Example:

Ref	Start date	End date	Length of reference
1	June 2018	January 2020	1 year 8 months
2	November 2019	October 2020	1 year 0 months
3	July 2020	August 2021	1 year 2 months

2. Degree in any subject or 6 years' references

The degree can be in any subject and either an undergraduate or postgraduate degree. A copy of the qualification certificate should be provided or, alternatively, written confirmation from the issuing education provider confirming successful completion of the qualification. Alternatively, professional references that demonstrate at least 6 years' translation working experience from at least 2 referees can be provided instead.