

CHARTERED INSTITUTE OF LINGUISTS

Notes and Instructions for completing the application form for Membership/Fellowship

General notes:

1. Before completing the application form, you should read the Criteria for Membership carefully to determine if you meet the basic requirements for the membership category you intend to apply for.
2. Complete the form clearly, using block letters and leave a space between words: e.g. Forename(s)/given name(s): | S | U | S | A | N | | M | A | R | Y | | | | |
3. Applications that are illegible or incomplete will be returned to the applicant.
4. Do not write in the 'For office use only' columns.
5. If there is insufficient space on the application form, give details on separate sheet(s), stating section number(s).
6. You can submit a detailed curriculum vitae if you wish, but you should still complete all the required sections of the form.
7. Admission is at the absolute discretion of the Council. The Council's decision is final and it is not obliged to give reasons for its decision in any particular case.

Completing the application form:

Section 1

- If you are unsure about what category to apply for, read the Criteria for Membership carefully, or contact the Membership Department for assistance.
- Applicants for Fellowship (FCIL) should request a copy of the Criteria for Fellowship and read it carefully before submitting their application.

Section 2

- Titles and designations should be in abbreviations (e.g. Prof, BA). Documentary proof of titles/designations may be required.

Section 3

- Leave 'Correspondence address' section blank if it is the same as your address.

Section 6

- Give additional nationality information only if you:
 - a) have more than one nationality;
 - b) think that the information is relevant to your application.

Section 9

- You may have more than one mother tongue (native language).

- If you have more than one mother tongue and consider yourself bilingual, please provide us with a brief account of the circumstances in which you acquired both languages, including education history. This can go on a separate sheet.
- Principal language(s) used professionally is the foreign language(s) in which you are seeking admission to membership. A foreign language is one that is not your mother tongue (native language).
- Give language variety if it helps to identify your language (e.g. Chinese – Cantonese).
- Give additional details in section 15 if you want to give other information relevant to this section.

Section 10

- In general only provide information on relevant post-secondary education and training details.
- Photocopies of certificates should be enclosed for any degree-level (or equivalent) qualification(s) on the basis of which you are applying for membership. Additional proof will be required if the language(s) is/are not shown on the certificates.
- Include details of any work/study abroad as a part of the course.

Section 13

- Give precise details of professional practice, (on a separate sheet if necessary): nature - e.g. legal translation, public service interpreting, business administration; level - e.g. teaching – secondary; position - e.g. staff translator, editor, hours per week – if you work on a freelance or part-time basis.
- frequency & size - if you work on a freelance or part-time basis, then this information should be provided in list form. Do not enclose samples of translations or bundles of invoices.
- If it is not evident that skill and experience in a foreign language are a requirement and/or of clear practical use for any of the above, please give details.
- If you are not employed, nor using the language(s) on the basis of which you are applying, in your present employment, please state your intentions (NB. it is likely that you will only be eligible for Associate membership).

Section 14

- This section is mainly for Fellowship (FCIL) applications; however, if you have published original works and you are applying for any other category, please complete as appropriate.

Section 15

- Give any information that is relevant to your application.
- Applicants for Fellowship (FCIL) must state the grounds that they feel justify entry to this high grade of membership and provide examples of advanced professional standing, distinction as a linguist and/or distinguished service to languages. Such contributions may be in the form of academic leadership, publications in refereed sources, training at a high level, consultancy expertise etc.
- The Institute recognises the importance of continuing professional development (CPD) to the maintenance of professional standards. Applicants for Institute membership are, therefore, advised to include any relevant CPD in their application.
- Continue on separate sheet(s) as necessary.

Section 16

- You are required to provide at least 2 referees to support your application.

- Referees should be of responsible position (e.g. your employer, teacher, line-manager, supervisor, editor, client) and able to comment on your language proficiency and professional standard.
- Your referees will need to be able to comment upon use of your language(s) of qualification, i.e. not your mother tongue, and you should make them aware of this. If we have not received a reply from your referees after three weeks from contacting them, we will ask you to provide an alternative referee.
- If you are applying for Membership (MCIL) or Fellowship (FCIL), at least one reference should, if possible, relate to recent employment.

Section 17

- Put "1" in the box for the Division you intend to join if your application is successful. Put "2", "3", etc if you are interested in more than one Division.

Section 18

- Applications are considered around six times a year and membership is effective from the date of admission.
- Payment may be made by UK cheque (made payable to The Institute of Linguists), postal orders, bank draft, credit card (Visa or Mastercard - give card number, expiry date and amount, and 3-digit security code number), or Hong Kong dollar cheque. Please consult the Membership Department for details of alternative payment methods, e.g. bank transfer.
- Applications should be accompanied by a payment of £25.00. If the application is successful this will be deducted from the first year's subscription, but if the application is unsuccessful or withdrawn by the applicant, it will be retained as an administrative charge. This is unlikely to affect applicants for Student membership.
- Membership subscriptions run from 1 September to 31 August. If you are admitted between these dates, then your membership will be calculated on a pro-rata basis.
- Current members applying for promotion to Membership or election to Fellowship should not enclose payment at this stage.

Sending your application form:

Once you complete your application form, please post* to:

Membership Department
Chartered Institute of Linguists
Saxon House
48 Southwark Street
London
SE1 1UN

* Applications sent by fax/email are **NOT** accepted.