

Translation procedures and acceptable translators – Evaluating Examination

Any document required to be submitted with your application that is in a language other than English or French (e.g., diploma, marriage certificate, transcript, etc.) must be accompanied by an English or French translation. You must first get these documents certified, and then have the certified copies translated by an acceptable translator, precisely according to the translation procedures outlined below.

ACCEPTABLE TRANSLATORS:

Translations must be prepared by an independent qualified translation service. Acceptable translators include:

- a certified member of one of the member associations of the Canadian Translators, Terminologists and Interpreters Council (ATIO, ATIA, ATIAQ, STIBC, etc.) – Consult: <http://www.cttic.org/member.asp>
- a faculty member of the Modern Languages or Linguistics Department of a Canadian, American or E.U. country university
- a certified member of a professional translators and interpreters association outside Canada and the U.S. Consult: <http://fit-ift.org/en/news-en.php>
- a member or employee of a professional translation service
- official translators with government departments (i.e. ministry of Justice, etc.)

Official translations prepared and issued by the university of graduation are acceptable but must be accompanied by the original language document, and must be certified.

Translations prepared by persons *familiar* with the language of origin, including relatives, friends, acquaintances or other volunteer agencies, are NOT acceptable.

TRANSLATION PROCEDURES:

You must take a “certified true copy of the original” of the document requiring translation with you to the translator’s office.

Please have the translator read the following paragraph before translating the document(s):

Important Note to the Translator: In order for the translation to meet the MCC’s requirements, you must see a copy of the original-language document that has been certified as a true copy of the original. Please staple this document to your translation. The translation must be **accurate and literal**. It must appear on official letterhead paper and clearly identify the actual translator. You must certify the translation to be “***a true translation of the attached document of which I have seen a certified true copy of the original***”. The translator or an official of the translation service must **sign and date both** the translation **and** the attached certified copy of the original-language document. The translation service’s official stamp or seal (if one exists) should also be applied to **both** documents.

You must submit the original translation. If you wish to submit a *copy* of the translation, it must be certified “**a true copy of the original**” by an acceptable certifying official (see the document entitled, ***Certification Procedures and Acceptable Certifying Officials***, which is accessible from the Application Steps). The certified copy of the translation must be submitted with the certified copy of the original language document that has been signed and dated by the translator.

To be noted:

- The translation **MUST** be done precisely as detailed above, otherwise your application will be considered incomplete.
- A form letter with the applicant's name, date of graduation, etc., filled in is not acceptable (it must be a literal and true translation of the original document).
- You should be prepared to cover all costs related to the translation of documents.

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