

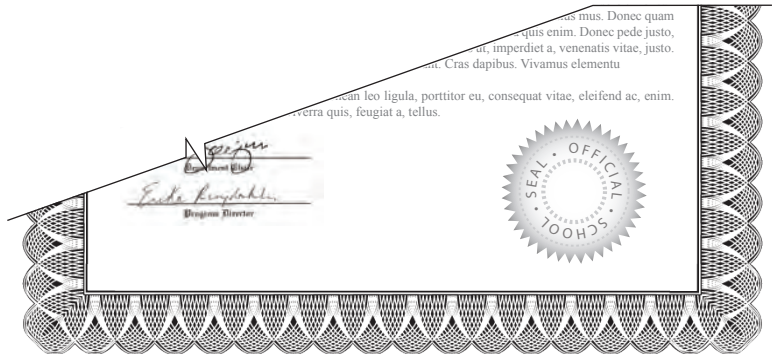
## TRANSLATION REQUIREMENTS

<b>1</b>	<b>Instructions for the candidate</b>
<ul style="list-style-type: none"> <li>• A copy of a document in a language other than English or French must be accompanied by a literal English or French original translation prepared by an acceptable translator.</li> <li>• You must submit the <b>original translation accompanied by a copy of your document</b>. Do not send a photocopy or certified copy of the translation.</li> <li>• Improper translation may result in delays and additional fees.</li> <li>• Candidates must cover any costs related to document translation.</li> <li>• Original documents will NOT be returned.</li> </ul>	
<b>2</b>	<b>Acceptable translators</b>
<ul style="list-style-type: none"> <li>• Note that only <b>certain translators</b> are deemed acceptable.             <ul style="list-style-type: none"> <li>◦ Translations prepared by persons including relatives, friends, acquaintances or other volunteer agencies, are <b>NOT</b> acceptable.</li> </ul> </li> <li>• Translations must be prepared by an acceptable translator. Acceptable translators include:             <ul style="list-style-type: none"> <li>◦ a certified member of one of the associations of the <a href="#">Canadian Translators, Terminologists and Interpreters Council</a> (ATIO, ATIA, OTTIAQ, STIBC, etc.)  <i>Website address: <a href="http://www.cttic.org">www.cttic.org</a></i>  <i>Once you are logged onto their Website, select "Member Associations" in the left-hand menu.</i></li> <li>◦ a faculty member of the Modern Languages or Linguistics Department of a Canadian, American or European Union country university.</li> <li>◦ a certified member of the <a href="#">International Federation of Translators</a>  <i>Website address: <a href="http://fit-ift.org">fit-ift.org</a></i>  <i>Once you are logged onto their Website, select "Members" in the left-hand menu to choose a continent.</i></li> <li>◦ a member of a professional translation service with government departments (e.g. Ministry of Justice, etc.).</li> </ul> </li> <li>• Official English or French translations prepared and issued <b>by the university</b> of graduation are acceptable, but must:             <ul style="list-style-type: none"> <li>◦ be accompanied by a copy of the original-language document,</li> <li>◦ be on university letterhead,</li> <li>◦ have a university seal affixed to the translation,</li> <li>◦ be signed by a university official.</li> </ul> </li> </ul>	

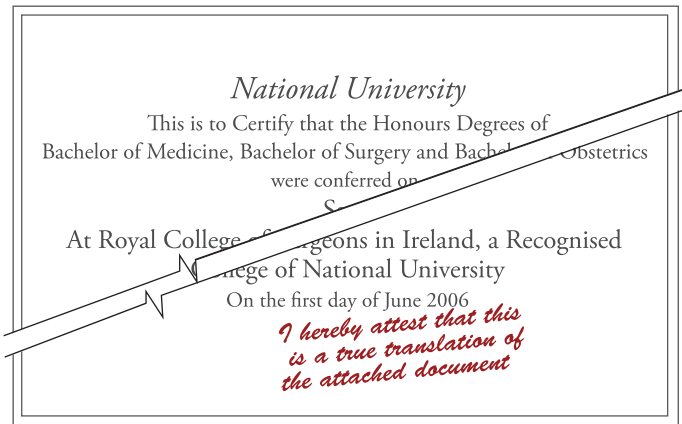
## INSTRUCTIONS FOR THE TRANSLATOR

### As the TRANSLATOR, you must:

1. Use a copy of the original-language document to prepare the translation.

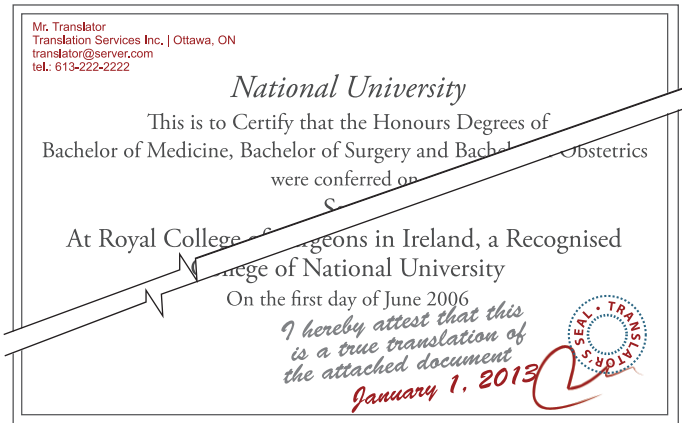


2. Prepare an accurate and literal English or French translation.  
\* **Literal translations** are word for word translations that include all signatures, stamps, seals, etc.



3. Attest that the translation is "A true translation of the attached document".

4. Include your contact information: name, address, phone number, email, etc.



5. Sign, date and apply the translation service's official stamp or seal (if available) on **ALL** pages of the translation **AND** on **ALL** pages of the document.

6. Indicate your translation association membership number, if available.

7. Staple or bind the **original translation** to the copy of the original-language document.

