

Translation Requirements

[Instructions for the translator](#)

Instructions for the candidate

- If you have a document that must be both certified and translated, you must:
 - first obtain a certified copy of the document,
 - then have the certified copy translated precisely according to the criteria below.
- The translation should not be copied and certified. You should submit only the **original** version of the translation on official letterhead stationery.
- Please ensure that the translator signs, dates and officially binds the translation and the certified copy of the document together before you submit them to PCRC.
- A document in a language other than English or French must be accompanied by a literal and true English or French translation prepared by an acceptable professional translator.
- Documents must precisely follow the required translation procedures in order to be deemed acceptable. Documents will not be accepted for source verification if:
 - they are in a language other than English or French and have not been translated, or
 - they were not performed by an **acceptable** translator, or
 - they do not precisely follow the translation procedures , or
 - they are not officially bound to a certified copy of the original.
- An example of a proper translation is available at http://www.pcrc.org/en/guides/translation_sample.shtml

Acceptable translators

- Note that only **certain translators** are deemed acceptable.
- Translations prepared by persons including relatives, friends, acquaintance or other volunteer agencies, are **NOT** acceptable.
- Translations must be prepared by an independent certified 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 European Union 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 of a professional translation service with government departments (i.e. ministry of Justice, etc.). Supporting information must be provided to PCRC to enable verification of the translator's credentials, if necessary.
- Official translations prepared and issued by the university of graduation are acceptable, but must be:

- accompanied by the original language document,
- certified,
- on university letterhead,
- have a university seal affixed to the translation, or have a letter (attached to the original and to the translation) from the university stating that this is their translation.

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Translation Procedures

Instructions for the translator

As the translator, you must:

- See a certified copy of the original-language document.
- Prepare the translation on official translator's stationary, including your contact information; i.e, name, address, phone number, e-mail, etc.
- Sign and date all pages of **both** the translation **and** the attached certified copy of the original.
- Certify the translation to be "**A true translation of the original document.**"
- Apply the translation service's official stamp or seal (if one exists) to **both** the translation **and** the certified copy of the original.
- Staple or officially bind the original translation (not a copy of the translation) to the certified copy of the original-language document.

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