

<b>1</b>	<b>Instructions for the for the candidate</b>
	<ul style="list-style-type: none"> <li>• 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>• The documents must be certified and then translated:             <ul style="list-style-type: none"> <li>◦ the first step is to obtain a <b>certified copy</b> of the original-language document (see Certification Requirements); and</li> <li>◦ then have this certified copy <b>translated</b> precisely according to the criteria below (see section 3 below).</li> </ul> </li> <li>• You must submit the <b>original translation</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.)                Website address: <a href="http://www.cttic.org">http://www.cttic.org</a>                Once you are logged onto their Website, select “Member Associations” in the left-hand menu.</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>                Website address: <a href="http://fit-ift.org">http://fit-ift.org</a>                Once you are logged onto their Website, select “Members” in the left-hand menu to choose a continent.</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 certified 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>
<b>3</b>	<b>Instructions for the translators</b>
	<ul style="list-style-type: none"> <li>• Use a certified copy of the original-language document to prepare the translation.</li> <li>• Prepare <b>an accurate and literal English or French translation</b>.             <ul style="list-style-type: none"> <li>◦ literal translations are word for word translations that include all signatures, stamps, seals etc.</li> </ul> </li> <li>• <b>Attest that the translation is “A true translation of the attached certified document.”</b></li> <li>• <b>Sign, date and apply</b> the translation service’s official stamp or seal (if available) on all pages of the translation <b>and</b> on all pages of the certified document. Include your contact information; i.e. name, address, phone number, e-mail, etc.</li> <li>• Indicate your translation association membership number, if available.</li> <li>• Staple or bind the original translation to the certified copy. ◦ Translations prepared by persons including relatives, friends, acquaintances or other volunteer agencies, are NOT acceptable.</li> </ul>
<p><i>It is the candidate’s responsibility to read and review the MCC/PCRC translation requirements. Please ensure that the resulting translation includes all the required elements outlined above.</i></p>	

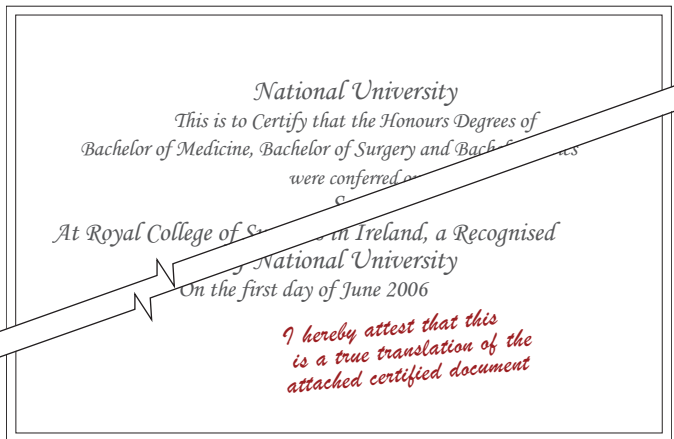
**As the TRANSLATOR, you must:**

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



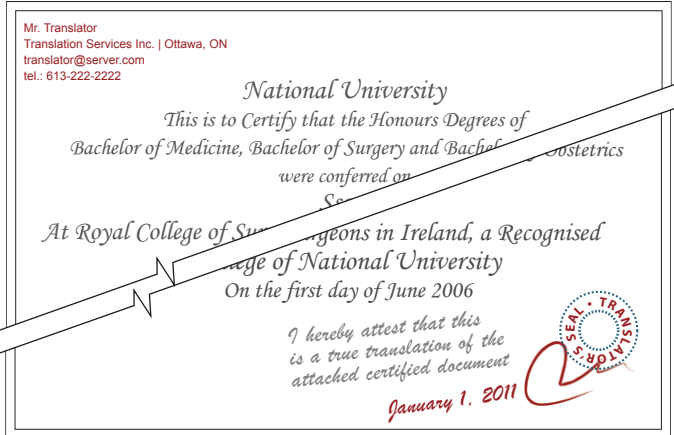
2. Prepare an accurate and literal English or French translation.

\* **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 certified 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 certified document.

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

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

