

Policy

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Name:	Translation Policy		
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Background

English and French are the two official languages of Canada. These are the only languages in which the College operates.

In order to facilitate the application process, the College requires all documents submitted by applicants to be in English or French.

Definitions

Official or Original Source – the organization that issued the document. For example, the original or official source for a degree transcript would be the school from which the applicant received the degree in question.

Requirements

General

1. Documents that are required to assess an applicant's eligibility for registration should come directly to the College from the original source.
2. Where the original document is not available in English or French, it is the applicant's responsibility to arrange for a translation of that document and for ensuring that the bona fide translation is provided to the College.

Process

3. When the College receives an acceptable original document in another language, it will retain a copy and provide the applicant with the original of that documentation for translation.

Translation Options

4. Where an applicant is required to provide a translation of an original document/s, they may do so using one of the following options:
 - a. request a translated copy from the original source that created the document or, if this is not possible;
 - b. request a translation from a consulate, high commission or embassy or, if this is not possible;
 - c. have the document translated by an accredited translator.

Translations provided by the Original/Official Source

5. If the official source is able to provide an applicant with a translation of the document in question, the applicant must ensure the official source sends the translated document directly to the College.

Translations provided by Consulates, High Commissions and Embassies

6. The College will accept translations from:
 - a. The consulate, high commission or embassy of the country that issued the document(s);
 - b. A Canadian consulate, high commission or embassy in the country from which the document(s) originated.

Translations provided by Accredited Translators

7. Where it is not possible to receive a translated copy of the document from the official source or a Consulate, High Commission, or Embassy, the College will accept documents translated by accredited translators.
8. All translations provided by an accredited translator must be accompanied by an original statement from the translator that affirms:
 - a. the translation is accurate and authentic
 - b. the translator is an accredited member of the Association of Translators and Interpreters of Ontario
 - c. the identification number and/or seal, name, address and telephone number of the translator
 - d. the printed name and original signature of the translator

9. The College will provide contact information for the *Association of Translators and Interpreters of Ontario* to applicants.

Submission to the College

10. After the translation is completed, the applicant must arrange to have the original document, together with the translation sent to the College by the translator.

Costs

11. The cost(s) of the official translation is the responsibility of the applicant.