



<b>NAME</b>	<b>Translation Policy</b>		
<b>TYPE</b>	Registration		
<b>STATUS</b>	Final	<b>VERSION</b>	2
<b>DATE APPROVED</b>	March 29, 2017	<b>DATE REVISED</b>	

## Background

In order to facilitate the application process, the College requires all documents submitted by applicants to be in English or French. In those instances, when the original document is not available in English or French, it is the applicant's responsibility to arrange for a translation of that document.

## Policy

1. Where an applicant is required to provide a translation of an original document(s), he or she may do so using one of the following options:

- a. Translations provided by the original/official source
- b. Translations provided by Consulates, High Commissions, and Embassies
- c. Translations provided by accredited translators

**a. Translations provided by the original/official source**

In some instances, the official source (e.g. education institution or a regulatory body) may provide applicants with translated copies of the document in question.

**b. Translations provided by Consulates, High Commissions, and Embassies**

The College also accepts translations from:

- A consulate, high commission or embassy in the country that issued the document(s);
- A Canadian consulate, High Commission or Embassy in the country from which the document(s) originated.

**c. Translations provided by accredited translators**

Where it is not possible to receive a translated copy of the document from the original source or a Consulate, High Commission, or Embassy, the College will accept documents translated by accredited translators from the Association of Translators and Interpreters of Ontario:

Association of Translators and Interpreters of Ontario  
1 Nicholas St. Suite 1202 Ottawa, ON K1N 7B7  
Telephone: 613.241.2846  
Website: [www.atio.on.ca](http://www.atio.on.ca)



All translations must be accompanied by an original statement from the translator that affirms:

- The translation is accurate and authentic
- The translator is an accredited member of the Association of Translators and Interpreters of Ontario
- The identification number and/or seal, name, address and telephone number of the translator
- The printed name and original signature of the translator

**Submission to the College**

2. After the translation is complete, the applicant must then arrange to have the translated document sent back to the College directly.

**Costs**

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