

## TRANSLATION REQUIREMENTS

As of October 3, 2016, you are required to use the translation service offered through your [physiciansapply.ca](http://physiciansapply.ca) account if your documents are in a language other than English or French. The option to supply your own translation is now discontinued. This change simplifies our translation process and eliminates the many steps needed to obtain an acceptable translation. For more information, please see our Latest news post. [please see our Latest news post.](#)

The Medical Council of Canada (MCC) is very pleased to offer a translation service to its candidates in partnership with the Translation Bureau of Public Works and Government Services Canada.

Candidates can request a translation through their [physiciansapply.ca](http://physiciansapply.ca) for the following documents if they are in a language other than English or French:

- Medical credential
- Passport
- Name change document

Candidates can also opt to submit their own translation. If candidates choose this option, they must have the translation prepared by an acceptable translator as per the Translation requirements below.

<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>• The <b>original translation</b> must be submitted with a <b>copy of the original-language document</b>. A photocopy or a certified copy of the translation <u>will not be</u> accepted.</li> <li>• The translator must sign, date and apply his stamp/seal or the translation office's stamp/seal (if available) on all pages of the original translation AND on all pages of the copy of the original-language document.</li> <li>• Improper translation may result in delays and additional fees.</li> <li>• Any costs related to document translation must be covered by candidates.</li> <li>• Original translations 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 <b>Canadian Translators, Terminologists and Interpreters Council</b> (ATIO, ATIA, OTTIAQ, STIBC, etc.) <i>Website: <a href="http://cttic.org">cttic.org</a>. 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 <b>International Federation of Translators</b> <i>Website: <a href="http://fit-ift.org">fit-ift.org</a>. 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 by the university 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>	

## TRANSLATION REQUIREMENTS INSTRUCTIONS FOR THE TRANSLATOR

*Please give a copy of these instructions to 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 of the original-language document.
  - \* **Literal translations** are word for word translations.  
Logos, signatures, stamps and/or seals cannot be Copy/pasted on the original translation.  
Simply identify the logo, signature, etc. by indicating its name, on the original translation, in parentheses [e.g., (logo), (signature), etc.].
3. Attest that the translation is “***A true translation of the attached document***”.
4. Staple or bind the original translation to the copy of the original-language document.
5. Sign, date and apply your translator stamp/seal or the translation office’s stamp/seal (if available) on all pages of the original translation AND on all pages of the copy of the original-language document.

### **PLEASE NOTE:**

The candidate must submit the **original translation** with a copy of the original-language document. A photocopy or a certified copy of the translation will not be accepted.