

TRANSLATION REQUIREMENTS

We recommend you obtain any required translations from one of the providers listed on the [Translation of your documents](#) page. You are not required to use one of those providers; however, translations from other services or individuals may not meet our requirements, which could result in a delay in the processing of your documents. Candidates who choose to have their document(s) translated by an alternate provider must follow the requirements listed below.

The Medical Council of Canada (MCC) is not responsible for any costs associated with having your documents translated or retranslated, and you will need to pay your selected provider directly. The MCC is not responsible for any act, omissions, delays, or errors of your selected translation service provider.

1 INSTRUCTIONS FOR THE CANDIDATE

Please print page 2 to bring to the translator.

- A document that is not in English or French must be accompanied by a literal, word-for-word English or French translation prepared by an acceptable translator
- The translator must sign, date, and apply their stamp/seal or the translation office's stamp/seal (if available) on **all pages** of the translation AND on **all pages** of the copy of the original-language document. The stamp or seal must be in English or French.
- Send all the following documents to the MCC:
 - A copy of the original-language document you gave to the translation provider (without the translator's signature, date, and stamp/seal)
 - The original-language document with the translator's signature, date, and stamp/seal
 - The translation with the translator's signature, date, and stamp/seal
- If you are submitting multiple documents and translations, ensure they are sent in separate files with appropriate file names

2 ACCEPTABLE TRANSLATORS

Translations must be prepared by an acceptable translator:

- A certified member of one of the associations of the *Canadian Translators, Terminologists and Interpreters Council*
- A certified member of the *International Federation of Translators*
- A member of a professional translation service within a government department (e.g., Ministry of Justice)

TRANSLATION REQUIREMENTS INFORMATION FOR THE TRANSLATOR

Please give a copy of these instructions to the translator

1. Prepare a literal, word-for-word English or French translation from the original-language document (a translation of a translation is not acceptable.) The translation must not include any translator's notes.
 - a. If the original-language document has logos, signatures, stamps, or seals, they must be referenced in the same location on the page in the translation. Identify the item in parentheses [e.g., (stamp) or (signature)] and translate or describe any text within the item.
 - b. Headers and footers must be translated as they appear in the document.
 - c. If a date is in a calendar other than the Gregorian calendar, include a translation of the date as well as a conversion to the Gregorian calendar date.
2. Include this statement on the translation:

“A true translation of the [title of document] document from [original language] to [English or French].”
3. Sign, date, and apply your translator's or your office's stamp/seal on **all pages** of the translation AND on **all pages** of the original-language document. The stamp or seal must be in English or French.
 - a. Candidates will be asked to provide an electronic version of these documents; therefore, please ensure your signature and stamp/seal will be visible in an electronic format (e.g., not an embossed seal).
4. Ensure all pages in both the original-language document and translation are numbered.
5. If you are translating multiple documents for a candidate, include an identifier on all pages of the original-language document and translation (e.g., Document 1, Document 2).