



Student Visa

Translations

All the supporting documents for a Student visa application can be original or scanned/electronic and must be in English. Therefore, if you are submitting a document issued overseas, for example bank statements, birth or marriage certificates or qualification documents, which are not in English, they must be translated by a professional translator or translation company.

The translation **must include the following information:**

- Confirmation that it is an accurate translation of the original document into English; and
- The translator’s or translation company’s contact details; and
- The date of translation; and
- The signature of the translator or authorised official from the translation company.

If you are applying in the UK the translation must also include:

- Details of the translator’s or translation company’s credentials i.e. the qualification of the translator;

If you are submitting a qualification from an overseas education institution and it is in English, you **do not** need to submit a translation. However, if any of the document is not in English you need to have the document translated.

When you receive your translation,

- check the criteria listed above are fulfilled; and
- submit the translation as a supporting document in your Student visa application.

Recommended

Translation Services in Manchester

There are other companies available, but those listed below have proved useful to previous applicants.

Always inform the translation office that you need the translation for a visa application.

- ❖ **M: Four Translations**, (part of Manchester City Council) based in Manchester City Centre.
Charge: depends on the length of the document
Contact details: Email - m-four.translations@manchester.gov.uk
Office: Customer Service Centre, Manchester City Council, Mount Street entrance, Albert Square
Manchester M2 5DB
- ❖ **OSW (Orient Script Worldwide)**
Contact details: Tel - 0800 018 8895 Email - admin@osw.uk.com / www.osw.uk.com
Charge: depends on the word count of the document. You can obtain a quote online through their website. Translations can usually be completed within 24 hours.
Office: OSW Multilingual, Suite 219, 30 The Downs, Altrincham, Cheshire WA14 2PX

It is your responsibility to check that the translation meets the UKVI requirements listed above.