

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.

Translation Services in Manchester

There are other companies available so please find one that is suitable for you. **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 Tel: 0161 234 3193
Office: Communication and Language Support Service, Manchester City Council, Town Hall Extension, 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.