



## Student Visa

## Translations

All the supporting documents for a Student application can be original or scanned/electronic and must be in English or Welsh. 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 are close to the main campus.

**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: [E-mail: m-four.translations@manchester.gov.uk](mailto: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)** based in Manchester Science Park, (close to the University). Contact details are Tel: 0800 018 8895 / [www.osw.uk.com](http://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.

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