

The University of Manchester

Document Translation Requirements Procedure

1. Purpose

This procedure outlines the translation requirements for any supporting documents submitted to the University of Manchester for the purposes of admissions, fee assessment, or Student visa applications. It ensures all documents not issued in English are translated to a professional and verifiable standard.

2. Scope

This procedure applies to:

- All applicants submitting documents for admissions, including:
 - Academic transcripts
 - Academic certificates
 - Letters confirming medium of English instruction
 - Any other supporting documents required by the Student Admissions team

- All applicants submitting documents for Student visa applications, including:
 - Bank statements
 - Birth certificates
 - Marriage certificates
 - Sponsorship documents
 - Any other supporting documents required by UKVI

- All applicants submitting documents for a Fee Assessment, including:
 - National identity documents
 - Birth certificates
 - Evidence of residence
 - Previous immigration history
 - Sponsorship or financial documents
 - Any documents requested by the Fee Assessment team

This applies whether applicants submit original, scanned, or electronic copies.

3. General Translation Requirement

- All supporting documents must be in English.
- If a document is not issued in English, the applicant must provide a translation completed by a professional translator or translation company.
- Translations must accompany the original-language document.

Note:

If a qualification document from an overseas institution is already in English, no translation is required. If any portion of the document is not in English, it must be translated.

4. Mandatory Components of Every Translation

Every translation submitted must include all the following:

- A statement confirming the translation is an accurate translation of the original document into English
- The translator's or translation company's contact details
- The date of the translation
- The signature of the translator or authorised official from the translation company

5. Additional Requirements for Applicants for a Student Visa Applying Inside the UK

For in-country Student visa applications submitted from within the UK, translations must also include

- Details of the translator's or translation company's credentials (e.g., qualifications or professional accreditations)

6. Applicant Responsibilities Prior to Submission

Before submission, applicants must:

- Check that the translation meets *all criteria* listed in Sections 3, 4 and 5.
- Submit the translation along with the original-language document as part of their:
 - University of Manchester admissions application
 - Student visa application
 - Fee Assessment

7. Acceptable Document Formats

Original, scanned, or electronic versions of both the original-language document and the translation are acceptable to the University, provided the translation meets all requirements listed above.

8. Non-compliance

Failure to comply with translation requirements may result in:

- Delays to admissions processing
- Inability to complete a fee assessment
- Withholding or withdrawal of an offer of a place
- Delay in issuing CAS or an inability to issue valid CAS based on original-language documents
- Visa processing delays / risk of visa refusal

Applications and offers may be delayed or withdrawn where:

- Documents are translated by the applicant themselves or by an individual who is not an authorised professional translator or translation company
- Translations do not include all mandatory components
- Translations are incomplete or fraudulent, altered, falsified or misleading.

Document Control Box	
Procedure title	Document Translation Requirements Procedure
Date approved	29.04.2026
Approving body	Admissions Operational Management Group (AOMG)
Version	1
Supersedes	
Next review date	April 2028
Related Statutes, Ordinances, General Regulations:	
Equality relevance outcome	High
Related policies and procedures	Student Recruitment, Selection and Admissions Policy
Related guidance and/or codes of practice	
Policy Owner	Head of Student Admissions and Administration
Lead Contact	Admissions Officer (Training, Policy and Governance), DSE Admissions