



# Document Translation Guidelines

## for Students Educated Outside the U.S.

In order for The City University of New York to evaluate secondary and postsecondary documents for students educated in non-English speaking countries, applicants must provide an English translation as well as the document in the original language.

Please be advised that we do not provide referrals to specific translation agencies.

### **All translations must be:**

- Complete and literal (word-for-word) with no attempts to interpret or evaluate the credential
- Prepared in same format as the original document
- Typed on business or school letterhead/stationery
- Signed by a translator attesting to familiarity with the foreign language

### **Official translations may be provided by:**

- Consulate or embassy of the country that is issuing the document
- Translation agency
- Immigrant or refugee association in the U.S. representing the country issuing the document
- The institution where the student studied
- Faculty member of U.S. high school, college or university (must signify his/her institution, academic department and rank)

### **Translations may not be provided by:**

- The student or members of his/her family
- Individuals not affiliated with any of the organizations listed above

The University reserves the right to determine if translations submitted will be considered for admission purposes.