

Translation of documents

Any document accompanying your request for an *Évaluation comparative des études effectuées hors du Québec* (comparative evaluation for studies done outside Québec) that is written in a language other than French or English must be translated.

- For **completed secondary studies**, provide a translation of the graduation diploma only.
- For **uncompleted secondary studies**, provide a translation of the transcripts for the last two successfully completed years of study.
- For **completed post-secondary studies** (technical, vocational or university), provide a translation of all diplomas/degrees and transcripts pertaining to these studies.
- For **uncompleted post-secondary studies**, provide a translation of transcripts corresponding to each year of study.

Translations done in Québec

In Québec, the documents must be translated by a certified translator who is a member of the Ordre des traducteurs, terminologues et interprètes agréés du Québec (OTTIAQ). This body, which governs the practice of the profession in accordance with the Québec *Professional Code*, is mandated to protect the public.

To obtain a list of certified translators, you may consult the electronic directory of members on the order's Web site. You can also get a list from OTTIAQ in person or by phone. **OTTIAQ itself does not do translations.**

Translations done outside Québec

When the educational institution itself does not do translations, they must be revised or rewritten by a certified translator who is an OTTIAQ member.

Helpful advice

- Since you are not required to provide diplomas or transcripts for your elementary studies, it is not necessary to have these documents translated.
- Before having all the pages from a report book translated, ask the office responsible for processing your request what needs to be translated (see FACT SHEET 6).

If OTTIAQ cannot help you

The Ministère de l'Immigration et des Communautés culturelles (MICC) can have your documents translated if there are no OTTIAQ members available in your area or if the documents are written in a language that no OTTIAQ member is able to translate.

Once it has received your request, the MICC will inform you of the total cost for translating your documents, based on the following rates:

- **\$42** for translation of the first page and \$16 for each additional page;
- **\$21** for revision of the translation of the first page and \$14 for each additional page.

For information

▪ **Ordre des traducteurs, terminologues et interprètes agréés du Québec**

2021, avenue Union, bureau 1108

Montréal (Québec) H3A 2S9

Telephone in Montréal : (514) 845-4411

Telephone in Gatineau : (819) 920-0249

Elsewhere in Québec : 1-800-265-4815

Fax : (514) 845-9903

www.ottiaq.org