



TRANSLATION OF INTERNATIONAL ACADEMIC CREDENTIALS

For the Board to accurately evaluate compliance with California requirements, any applicant with non-English, international academic credentials must provide certified translations of those original transcripts and academic documents. These must be original, official certified translations. **Photocopies are not acceptable.** When requesting official transcripts and academic documents, an applicant whose education was completed at an institution in a bilingual country, where English is one of the official languages, may be able to avoid the necessity of arranging for a translation by asking the school to generate an English-language version of the transcript.

Applicants may also request their medical school to provide original, official, literal word-for-word, certified translations of their official transcripts and academic documents. The Board will consider medical school translations prepared on the official school letterhead with the translator's original declaration, and the translator's signature and title.

- **Each translator must provide an original signed declaration with each translation attesting to his/her fluency in the particular language and certifying under penalty of perjury that the translation is complete and accurate to the best of the translator's ability and knowledge. Each translation must be accompanied by a copy of the corresponding non-English document. The official certified translation must be mailed directly from the translator to the Board to be acceptable.**
- **Translators who prepare translations may not be related to an applicant by blood, marriage, or adoption. Translations that are signed on behalf of the official translator are not acceptable; the translator who prepares the translation must provide the signed declaration. Translations without an official letterhead will not be accepted.**

The Board recommends, but does not require, that applicants with non-English academic credentials use one of the following sources for translation:

Translator accredited by the American Translators Association (ATA): The ATA accredits individual translators by examination. Although accreditation is available only to individuals, ATA membership includes not only individuals but companies that employ accredited translators. The translator who prepares the translation must sign the translation and declaration in the presence of a Notary Public, unless the translation is a service provided by a known translation agency which affixes the document with its own official seal. ATA membership includes accredited translators residing in the U.S., Canada, Mexico, and overseas. Although the ATA does not make referrals, a listing of accredited translators and member companies is available through its website at <http://www.atanet.org/>. The ATA may be reached by phone at 703-683-6100 or by e-mail at ata@atanet.org.

1. **Certified or registered court interpreter:** Some state court systems offer examinations for certification or registration of court interpreters. In California, the Judicial Council is charged with these functions. Information on court interpreters is available through the Judicial Council at 415-865-4200. General information is available via its website, <http://www.courts.ca.gov/>. The Judicial Council has contracted with Cooperative Personnel Services (CPS) for examination and certification of Certified Administrative Hearing and Medical Interpreters. A master list of these interpreters is available at the CPS website, www.courts.ca.gov/3796.htm. The court interpreter must sign the translation and declaration in the presence of a Notary Public. Applicants residing outside California but within the United States may call the National Center for State Courts at 800-616-6164 for information on certification and registration of interpreters in other states.

Other authorized translators the Board will consider include: (1) a commercial translation agency with its own business letterhead and official agency seal or notary public seal; (2) the Chairman of the Department of Foreign or Classical Languages of a U.S. university (prepared on original school letterhead); or (3) a consulate of the U.S. Embassy with bilingual translators available.

NOTE: The official certified translation must be mailed directly from the medical school or from the translator to the Board to be acceptable.