

Certified translations – guidance to candidates

You may be asked to provide evidence of qualifications and/or professional registration as part of the recruitment process. If these documents are not in English you will need to obtain an officially certified translation before we can confirm your appointment.

Translations can be provided by the awarding institution or alternatively via a certified translator. There are a number of commercial translation services available online.

If the translated certificate is not provided by the awarding institution you must ensure the translation includes:

- Confirmation from the translator that it's a true and accurate translation of the original document
- The date of translation
- Full name and contact details of the translator, or an authorised official of the company