



# International Student Support

## Translations into English for Tier 4 visa requirements

### **UKVI Translation Requirements for students making visa applications IN the UK.**

If you are making your Tier 4 visa application in the UK, and you are providing a supporting document, e.g an overseas qualification which is not written in English, UKVI (UK Visas & Immigration) requires that you provide a fully certified translation by a professional translator. This translation must include:

- **Details of the translator/translation company's credentials;** and
- **Confirmation that it is an accurate translation of the original document;** and
- **The translator/translation company's contact details;** and
- **The date and the original signature of the translator or an authorised official of the translation company**

### **UKVI Translation Requirements if you are making your application OUTSIDE THE UK.**

If you are making your Tier 4 visa application outside the UK, and you are providing a supporting document, which is not written in English, UKVI requires that you provide a full English translation that can be independently verified by them. This translation must include:

- **Confirmation that it is an accurate translation of the original document;** and
- **The translator's/translation company's contact details;** and
- **The date, full name and original signature of the translator**

## **Translation services in and around Nottingham:**

Below are the details of some local translation companies for your information. Please note that the University does not endorse these companies – you are free to choose any translation agency as long as they are able to give you a fully certified translation which includes all the required details. In order to use their services, please follow the steps below:

1. **Email a good quality scanned copy of the document you would like them to translate (make sure you include all the pages).** The company will let you know how much it will cost (ask if they offer discounts for NTU students) and how long it will take for the translation to be ready.
2. **Tell them what information the translation should include (see above list).** Make sure that you specify that this translation is required for your student visa extension, and **check that the translation will include all of the details given above.**
3. **Once you have chosen the company you want to use, send them a message or telephone them to confirm you would like them to do the translation for you.** Some companies may ask you to pay in advance; others will take the payment when you collect your document.

### **EVS Translation**

Nottingham City Centre  
Tel: 0115 964 4288  
Email: [uk@evs-translations.com](mailto:uk@evs-translations.com)  
Website: [www.evs-translations.co.uk](http://www.evs-translations.co.uk)

### **SanTranslate**

Nottingham – Toll House Hill  
Tel: 0800 689 9318  
Email: [ask@santranslate.com](mailto:ask@santranslate.com)  
Website: [www.santranslate.com](http://www.santranslate.com)

### **Translate my doc**

Sheffield  
Tel: 0114 470 1075  
Email: [info@translatemydoc.co.uk](mailto:info@translatemydoc.co.uk)  
Website: [www.translatemydoc.co.uk](http://www.translatemydoc.co.uk)

If you are extending your visa in the UK, translation services are also available as a payable option when you attend your appointment at a UKVCAS (UK Visa and Citizenship Application Services) Centre as part of your Tier 4 application process. You can select this option as an additional service when you book your appointment online. (Further information about this can be found on our guidance note – Paying for your Tier 4 online application – for applications made in the UK).

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