Translation of documents

We cannot accept a document that is not in English. It is your responsibility to get this translated and send us a copy of the original document and a copy of a certified translation. SAAS will not pay for any documents to be translated.

Who we can accept a translation from

The person or organisation that carries out the translation must be one of the following:

- an individual who is an accredited member of the Institute of Translation and Interpreting (ITI) or the Institute of Linguists (IoL) who holds qualified or corporate membership. We will not accept translations from those with associate or student membership.

- a translation company which is accredited by either the Institute of Linguists (IoL) or the association of Translation Companies (ATC). The company must hold either full or overseas membership. We will not accept translations from those with affiliate or associate membership.

- a translation from Fellows (FIL) and Members (MIL) of the Institute of Linguists (IoL). We will not accept translations from those who are only Associates of the Institute (AIL).

A translation carried out by an accredited person or company should be on headed paper showing the ITI 'seal' or the ATC or IoL logo. We will also accept translations from embassies and High Commissions.

Contact details for recognised translating companies

Institute of Translation and Interpreting
Tel: 01908 325250
Email: info@iti.org.uk
Website: www.iti.org.uk

Chartered Institute of Linguists
Tel: 0207 940 3100
Website: www.iol.org.uk

Association of Translation Companies
Tel: 01787 221298
Website: www.atc.org.uk