

Documents to have translated

You must provide a translation of the identity paper if it is written in a language other than French or English.

You must have a translation done of academic documents that you want to have evaluated and which are written in a language other than French or English.

- **If you have completed your secondary academic studies**, only your graduation diploma must be translated. For secondary vocational studies, a translation of the transcript is necessary.
- **If you have not completed your secondary studies**, the transcripts of the last two academic years that you completed successfully must be translated.
- **If you have completed your post-secondary studies**, all the diplomas and transcripts corresponding to these studies must be translated.
- **If you have done post-secondary studies without completing them**, transcripts for each academic year that you completed successfully must be translated.

We accept only translations done by the educational institution that issued the original document or by an accredited translators. We can have your documents translated if no accredited member provides this service in your region. In this case, we will let you know the translation fee that you must pay before we request the translation of your documents.

You do not have to translate the diplomas and transcripts from your primary school studies. Moreover, you do not have to enclose these documents with your request.

Documents that are not evaluated

We do not evaluate the following documents (this list is not exhaustive):

- Academic documents certifying a program that is not recognized by authorities of the province or country where the studies were done

- Academic documents issued by an educational institution that is not accredited by authorities of the province or country where the studies were done
- Academic documents that certify primary or secondary school studies of less than nine years duration (excluding kindergarten)
- Certificate of school attendance or registration
- Attestations or certificates of competency or professional qualification
- Work certificates
- Certificates of work internships that are not part of official academic training leading to a diploma
- Transcripts or diplomas for studies lasting less than one academic year
- Transcripts for studies not successfully completed
- Copies not certified true by the educational institution or by authorities of the province or country where the studies were done
- Documents sent by fax or e-mail
- Non-standard documents or documents that have been changed, corrected or altered.

Important

Before mailing your request, make sure to:

1. fill out, sign and date the form;
2. enclose a photocopy of your identity paper;
3. enclose the official document attesting to the difference between your name and the name that appears on your academic documents, if applicable;
4. provide the originals or certified true copies (certified by the academic institution you attended or by government authorities responsible for the training received) of the academic documents that you want to have evaluated. For each diploma, you must enclose the corresponding transcript and the translation or certification of the translation if the document is written in a language other than French or English;
5. include a translation of identity papers that are written in a language other than French or English;

6. include full payment of fees payable.

Where to submit your request

To submit your request

You must send your request by mail to the following address:

ICS Immigration Canada Services Inc.

3565 rue Jarry Est. bureau109

Montréal (Québec) H1Z 4K6, Canada