CERTIFIED TRANSLATION GUIDE

AN INTRODUCTION TO

CERTIFIED

TRANSLATION SERVICES

AFFINITY TRANSLATION

What Makes A Translation 'Certified'

Two Definitions Below

A certified translation is a translation accompanied by a signed statement attesting that the translation is accurate and complete to the best of the translator's knowledge and ability. Any translator or translation company may certify a translation.

- American Translator's Association (ATA)

A formal statement in which a translator shows that they have accurately translated a foreign-language document into English. Any foreign language document must be accompanied by a full English translation that the translator has certified as complete and correct, and by the translator's certification that they are competent to translate the foreign language into English.

- USCIS (US Citizenship and Immigration Services)

Organizations can have different standards for translation certification but in general they are similar to the above. It's often a good idea to check with the organization requiring certification for clarification.

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USCIS
Certified Translation

Checklist of Required Initial Evidence for Form I-485 (for informational purposes only)

Please do not submit this checklist with your Form I-485. It is an optional tool to use as you prepare your form, but does not replace statutory, regulatory, and form instruction requirements. We recommend that you review these requirements before completing and submitting your form. Do not send original documents unless specifically requested in the form instructions or applicable regulations. You may view the form instructions at uscis.gov/i-485.

If you submit any documents (copies or original documents, if requested) in a foreign language, you must include a full English translation along with a certification from the translator verifying that the translation is complete and accurate, and that they are competent to translate from the foreign language to English.

This above description of USCIS certified translation requirements appears on the USCIS website (as of July 2023). Our company complies with this requirement.

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Certified Translation Process

To consistently provide high quality certified translation services to our clients we follow a structured process.

A. REVIEW AND PREPARATION

Source material is reviewed to identify special requirements and confirm legibility.

B. TRANSLATION

Translation is carefully performed by a professional native speaking translator.

C. PROOFREADING REVIEW

Translated text is reviewed and edited by a second translator following the initial translation.

D. CERTIFICATION & DELIVERY

The completed translation is sent to the client via email or secure upload along with a signed certification.

Our standard multi-step translation & QA process is outlined above.

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What Will A Certified Translation Look Like?

What should I expect?

The certified translation will appear similar in layout to the original document so that a visual correlation can be made between source and target text. The below thumbnail images are examples.

Original document

Certified translation

The above images are intentionally not legible and are meant only to depict the similarity in formatting between original source and target language documents.

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Certificate of Translation

Affinity Translation's standard certificate of translation is shown below.

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October 24, 2018

Re: Spanish-to-English translation services for official document(s);

To who it may concern:

This letter serves to confirm that the translation of the attached document(s) is (are) complete and accurate to the best of our ability and that the translator performing this work is a professional translator competent to translate.

Any questions concerning the referenced translation can be directed to Affinity Translation at the address below.

Sincerely,

Ron McCoy
Director

Affinity Translation • 1624 Market Street • Suite 202 • Denver, CO 80202
voice: 303.404.8699 • fax: 303.404.8835 • info@affinitytranslation.com • www.affinitytranslation.com

This certification template has been successfully used for thousands of certified translation projects since 2007. The language can be customized as needed on request.

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How Long Will It Take To Translate My Project

What should I expect?

Project durations scale with the word count. On an average basis a professional translator will competently translate 2000-3000 words per day. Time must also be allowed for proofreading by a second translator.

Certified translation projects of 1 or 2 pages can be completed as soon the next business day in many cases.

When requesting a quote for certified translation services we suggest also mentioning the preferred delivery time requirement.

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Translation and Interpretation

Know the difference

Multiple times a day language services companies receive telephone calls or emails from prospective clients requesting a "translator" when in fact the service these inquirers are interested in are those of an "interpreter." Here's the difference.

- **Translation** involves <u>written language</u>. Linguists who perform translation services are translators.

- **Interpretation** involves <u>spoken language</u>. Interpreters perform interpretation services.

Translation and interpretation are related language services but are separate and distinct skills typically performed by different language specialists. Not all translators perform interpretation, and vice versa.

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Native Speaking Translators

What's meant by this phrase?

Professional translators typically work in a language pair (e.g., English-French or English-Spanish, et. al.). The translators are bilingual in both languages of their language pair, although only one of the languages would be their first language, considered their native language.

Generally speaking translators should be native speaking in the target language (the language translating into).

Most professional translation companies assign only native speaking translators to their projects. It's still recommended to ask this question and confirm the practice.

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How Translation Pricing Is Calculated

By word, by page, or what?

The most common pricing model among professional translators is a per word rate based on the source text word count. Sometimes when source word counts are difficult to determine (e.g., non-editable text) pricing is based on the resulting target word count known at project conclusion.

Other less common pricing methods
- Per page basis
- Hourly basis
- Fixed price project basis

Volume discounts and cost reductions due to measurable repetition within projects can lower translation costs. Check with your language services provider for their policy on repetition and volume.

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What File Types Do Translators Work With?

PDFs, Images Files, & Others

Professional translators can work with a wide variety of file formats for certified translations including all the file types listed below:

- PDFs
- JPEGs (and other image formats)
- MS Word
- Excel
- Powerpoint
- Text files
- Other miscellaneous formats

Professional translators can work with virtually any file type as long as the text is legible.

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Request Free Translation Quote

We'll Respond Within 20 Minutes
During Regular Business Hours

CLICK HERE

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