

POLICY ON TRANSLATION OF DOCUMENTS

All non-English documents must be accompanied by an official translation into English. The following will be accepted:

1. An official translation by a credible professional translator or agency outside of UWM. A **notary public** will not be accepted as an official translator unless additional information is submitted. (Example: the cover letter must be on the letterhead of the translation service, or the translator must explain that s/he is a Professor in a relevant foreign language requiring translation at a given university. Any translation from a relative or a family member will not be accepted.
2. The translation must be typewritten.
3. The translation may be done by the student and verified by a UWM faculty/staff member. **Please note that this is a voluntary service on the part of the UWM faculty/staff member and is subject to the faculty/staff member's time and availability.** The verification can be done by a cover letter or notation on the document that the document is "a true and complete translation of the academic document."
4. The translation should be a **literal**, line by line translation, not an interpretive translation. For example, grades listed on the original document as "70%" should be translated as "70%" and not changed to "B" or "2.5" in the translated document.
5. CIE will keep the original translation unless an expense will be incurred by the student if a second one is requested from the translation service. In such a case, CIE will make and keep a certified true copy of the original and return the original to the student. If a certified true copy is submitted, CIE will keep it.