

E Form: Request for Translation of Documentation

FOR UBC'S INTERNATIONALLY EDUCATED MIDWIVES BRIDGING PROGRAM

The IEMBP has received a document or documents in a language other than English. In order to use a document in the assessment of your file, it must be translated into English by a certified translator. You are responsible for this translation cost but, due to confidentiality agreements between the person or institution who has submitted the document and the IEMBP, you are not permitted to see the document. To arrange for the translation, you must do the following:

1. Contact a certified translator¹ and arrange for the translation to be done.
2. Complete the box below that is “to be completed by applicant” and provide a copy of this form to the translator.
3. Ask the translator to complete the declaration at the bottom that is “to be completed by the translator” and to email it to the IEMBP at iembp.admissions@ubc.ca

Once the signed form is received, the IEMBP will forward the document(s) to the translator for translation. You will receive an invoice directly from the translator when the work is complete.

TO BE COMPLETED BY APPLICANT

Name of Applicant (First, Last name):

Name of Translator (First, Last name):

I authorize the translator to translate and deliver to the Internationally Educated Midwives Bridging Program (IEMBP) the below listed documents pertaining to my IEMBP application. I acknowledge that the confidentiality of these documents must be maintained between the IEMBP, the midwifery regulatory organization in the province/territory where I intend to practice (indicated above), and the translator, and I waive the right to access any of the information contained in the documents. I agree to be financially responsible for all costs associated with this translation.

Signature of Applicant:

Date:



Document(s) to be translated:

INSTRUCTIONS FOR TRANSLATOR

- Translations must be word-for-word, rather than interpretive. This is especially important for official documents from educational institutions.
- Translations must be presented in the same format as the original document.
- The translator must not rely on testimony from the applicant for specific midwifery wording. This undermines the assessment process for which the translation is needed.
- The translator must send translations and the original documents upon which the translations are based directly to the Internationally Educated Midwives Bridging Program (IEMBP).
- The translator will invoice the applicant who will pay for all costs associated with the translation.

TO BE COMPLETED BY TRANSLATOR

I have read the above instructions for translation and agree to them.

Certified with:

Print Name:

Translator's signature:

Date: