

Translation and Document Certification Guide

A general guide for preparing non-English and copied documents.

Translation guide | Prepared by Okapi Migration Services

How to use this resource

Use this document as a preparation and discussion tool. Tick items that are available, mark items requiring action, and record questions for your migration professional. Not every item will apply to every matter.

Preparation checklist

☐	1. Provide a complete translation of every relevant page	Status / notes
☐	2. Use an appropriately qualified translator	Status / notes
☐	3. Include translator details and certification	Status / notes
☐	4. Keep the original-language document with the translation	Status / notes
☐	5. Ensure names and dates are translated consistently	Status / notes
☐	6. Use clear colour scans	Status / notes
☐	7. Do not crop stamps, seals or page edges	Status / notes
☐	8. Certify copies only where required	Status / notes
☐	9. Check file size and readability before upload	Status / notes
☐	10. Use descriptive file names	Status / notes

Questions and issues to discuss

1.	
2.	

3.	
4.	
5.	

Important

This resource is general information only. It is not legal advice or personalised immigration assistance. Visa criteria, forms, fees, policy and procedures can change. Check the Department of Home Affairs and Administrative Review Tribunal websites where relevant, and obtain advice tailored to your circumstances before acting.