

---

# Translation of documents

---



	<b>If you need to translate your visa documents and don't know how to find a certified translator, we can help you with that.</b>	
--	---	--

## We will have your documents translated by a qualified court translator!

	ILPS CU fully guarantees the <b>quality</b> of the translation and its correspondence to the original.
	We guarantee that your documents will be translated and delivered back <b>on time</b> by the agreed deadline.
	If you are also waiting for other documents from ILPS CU (study contract, insurance, etc.), it is possible to send everything in <b>one shipment and thus save on shipping costs</b> .

## How does it work?

	<u>FILL IN THE TRANSLATION REQUEST FORM.</u>
	<b>SEND US THE ORIGINAL DOCUMENTS</b> (to the address of the study department: Vratislavova 29/10, 128 00 Prague 2).
	Our study department will email you the <b>price</b> for the translation, which <b>you will need to confirm</b> .
	After the price is confirmed by you, we will send the documents to the translator.
	When the translation is <b>done</b> , <b>we will send the documents back</b> to you as previously agreed.
	<b>You will pay for the translation and shipping</b> of the documents <b>when you arrive in the Czech Republic</b> at the study centre where you will be studying.

## How much will it cost?

We will let you know the actual price after filling in the [Translation request form](#) .

## How long does it take?

The **estimated time needed to translate documents is 5 working days** from the date of delivery:

Translation = approx. 5 working days

DHL return = 2-3 working days (depending on delivery location)

## Which documents must be translated?

All **documents for the residence permit must be translated into Czech**. [Documents that you provide yourself](#) are usually issued in the language of your country and as such need to be translated.

**These are particularly:**

- a bank statement showing the amount of money in your account
- a certificate of criminal record
- parental consent to go abroad for underage students

## **Can a certified translation be made from scanned documents?**

**For certified translations, the original document must be sent. Only in the case of a standard translation is a scan of the document sufficient.** The translator can only issue a certified translation on the basis of the original document.

**TIP!**

You can only send scanned documents by email if a standard translation which you then have certified by a notary at the Czech embassy in your country is sufficient.

## **Translation request form**