

International Academic Records Translation Checklist

Before sending transcripts, mark sheets or diplomas to a university, credential evaluator or licensing body.

Start with the recipient's rules. Translation requirements, accepted translators and delivery channels vary by institution, program and country of study. A certified translation does not replace an official source record or a credential evaluation.

1. Confirm before ordering

- Which records and years or semesters are required?
- Must the translation be certified, literal or in the original layout?
- Who may prepare it: the school, a qualified translator or a specified organization?
- Must records arrive directly from the issuing institution or an approved electronic service?
- Are requirements different for your country, program or licensing body?

2. Assemble the complete record

- All transcript or mark-sheet pages, not selected courses only.
- Fronts, backs, grading legends, keys and continuation pages.
- Diploma, degree certificate or proof of graduation if requested.
- Readable stamps, seals, signatures, annotations and electronic-certification pages.
- The original-language record alongside the English translation when required.

3. Protect accuracy

- Use the same name spelling as the application or identity document.
- Keep grades, credits and course values as shown; evaluation is a separate service.
- Translate every visible entry and describe non-text marks where appropriate.
- Provide a clear scan or photo with uncropped edges.
- Ask before opening a sealed envelope; request another set if necessary.

4. Check delivery

- Follow the recipient's upload, email, postal or secure-service instructions.
- Do not assume a translated PDF makes the source record "official."
- Keep the original and translation paired in the requested order.
- Verify deadlines and whether final records are required after admission.
- Retain a complete copy of everything submitted.

Examples of why recipient rules must be checked

Recipient	Current public guidance, summarized
WES	U.S. evaluations require translations for records not in English; Canadian evaluations accept English or French translations for records in other languages. Applicants should confirm their own required-document list.
ECE	Requirements vary by country. If its paid Translation Waiver is not selected, ECE says English translations are required for non-English records; exceptions and special programs apply.
University of Toledo	Non-English originals must be accompanied by an official translation in the same format with the stamp or signature of a qualified translator; student translations are not accepted.
University of Houston, undergraduate	Its current international guidance asks for original-language academic records plus a certified literal English translation from one of its listed acceptable sources.

Primary sources checked on September 4, 2026:

[WES translation requirements](#) · [ECE document requirements](#) · [University of Toledo transcript requirements](#) · [University of Houston secondary academic records](#)

Educational information only. This checklist is not admissions, credential-evaluation or legal advice. Always follow the translateday.com/transcripts-translation receiving organization's latest instructions.