

Information

Translations

Interpreters and Translators

Translators convert written texts from one language into another, whereas interpreters convert spoken statements from one language into another.

There is a difference between authorised translators and sworn interpreters (also called officially appointed interpreters) and those who are not authorised / officially appointed. In some cases, you will need an officially certified and authorised translator, who is entitled to translate official documents, mark them with an official stamp and confirm their correctness and completeness.

This may be **necessary** for documents submitted by international applicants, for example.

Translation of Certificates

As part of your application to RWTH Aachen university you have to present your previously acquired certificates. RWTH Aachen accepts certificates written in **German, English, French or Dutch**.

Certificates in other languages have to be translated in **one of the four above mentioned languages**. The correctness and completeness of the translation has to be approved by either the competent German consular or diplomatic representation in your country of origin (e.g. the German Embassy) or an official interpreter or authorised translator in Germany.

Official Interpreters and Authorised Translators

A current list of official interpreters and authorised translators is offered by the regional court of Aachen under the following link:

<http://www.dolmetscher-uebersetzer.nrw.de/>

Translation Checklist

Please be aware of the following information which can be vital to the translation contract:

- Please assure that the translator has the necessary qualifications. If in need of certified translations of certificates, make sure that the translation is made by a court certified translator.
- Inform yourself whether or not the chosen translator also accepts small commissions like the translation of university documents or certificates.

- You should inform the translator for which purpose, target audience and country the translation is to be made and specify when the translation is due.
- Be certain that the original text is carefully worded, well comprehensible and readable. Abbreviations which might be common in your country may be unknown to the translator.

Translation Costs:

Translation rates typically depend on the length of the text, which is quoted in so called standard lines. The source language and the complexity of the material will be considered as well as the time frame.

Please note that translation rates may differ, so be sure to compare prices.

Other (informal) Translations

For informal translations where no certification is necessary you can also contact the following institutions:

- International Office
Info-Service Center
RWTH Aachen University
e-mail: international@rwth-aachen.de
phone: 0241/ 80-90660/1
fax: 0241/ 80-92662
- **AV RWTH**
Foreign Students' Representation of RWTH Aachen University
e-mail: av@rwth-aachen.de
phone: 0241/ 80-93786
fax: 0241/ 80-93793

Our international student assistants will try to help with your translation requests.