Officially certified translations

What is an officially certified translation?
If your original documents are not written in French, German, Italian or English, you must have them translated into French, German or English. The translation has to bear a certification, in other words the seal and signature of a translator or a public office recognised by the University of Fribourg, attesting that the translation corresponds to the document in the original language.

We usually accept a scanned copy of the officially certified translation. However, we reserve the right to request the original documents at any time for the further processing of your application.

Formal requirements for the translator:
• The translation must be done on the basis of the original document or an officially certified copy. It must be enclosed to the document which was used as a basis for the translation
• The name of the diploma, the status and the academic titles, as well as the name of the school / higher education institution / university must be translated literally with the original denomination in brackets
• Changes which were made to the documents later (handwritten crossing outs, additions, remarks, etc.) must bear the date of the modification on the original document as well as the copy and must be confirmed by the signature of the recognised person for the legalisation

The University of Fribourg only recognises translations which were done and legalised by translators or specific offices.

Translations done in Switzerland:
• Translations done by a member of the Swiss Association of Translators, Terminologists and Interpreters (astti – http://www.astti.ch)
• Translations done by a member of the Swiss Association of Sworn Translators (astj – http://www.astj.ch/)
• Translations done by the “Centre de traduction de Fribourg” (Translation Center of Fribourg) (+41 26 436 44 88, centrad.fr@gmail.com)
• Inlingua Language schools (http://www.inlingua.ch)

Translations done abroad:
• Translations done by a sworn translator and legalised by a Swiss embassy abroad. Usually, the embassy legalises the signature of the translator or of another public office which legalised the translator’s signature (see example 3)
• Translations done by a sworn translator and legalised with The Hague Apostille (see examples 1 and 2)
• Translations done by a sworn translator and legalised by the embassy of the country which awarded the original diploma in a foreign country
  (Ex.: if you studied in France but you are now in Spain, you can go to a French Embassy in Spain)

Important information: the University of Fribourg does not recognise:
• Translations which were done by a sworn foreign translator and which were not legalised according to the criteria mentioned above
• Translations legalised by:
  o The Ministry of Foreign Affairs
  o The police
  o A foreign notary
  o Any other office which is not mentioned above

Only applications which are complete and which respect the directives above will be processed.

The University of Fribourg reserves the right to refuse translations of poor quality.

The University of Fribourg reserves the right to verify the authenticity of the presented diplomas directly with the institution which awarded the diploma.
Specific procedure for China:
If you are a holder of a diploma awarded by a Chinese school or higher education institution, please submit the following documents instead of the certified translations:

- Copies of all your diplomas and transcripts (certification not required);
- Verification report of the Academic Transcript, Qualification Certificate and Degree Certificate.

Please submit your documents to the Center for Student Services and Development (CSSD) (https://www.chsi.com.cn/en/) for verification in English. The verification reports will be issued by CSSD and have to be sent directly by CSSD to aux-admission@unifr.ch as a pdf version. We cannot accept verification reports sent by the candidate.