



STATEMENTS THAT MAY BE USED BY PROFESSIONAL ENGINEERS WHEN TRANSLATING ACADEMIC DOCUMENTS FOR P.ENG. APPLICANTS:

Professional engineers may use the following statements if they wish to certify that they have translated or reviewed translated documents:

- ***If the document has already been translated***, the following statement should be written (printed) on each page of the document:

“I, (state name), holder of P.Eng. licence number (insert licence number) am fluent in (language) and English. I have reviewed this document (transcripts and diplomas/certificates/degrees) of (applicant’s name) and certify that the translation is correct and accurate to the best of my knowledge and ability.”

- ***If the documents need to be translated***, the following statement should be written (printed) on each page of the document:

“I, (state name), holder of P.Eng. licence number (insert licence number) am fluent in (language) and English. I have truthfully and accurately translated this document (transcripts and diplomas/certificates/degrees) of (applicant’s name) to the best of my knowledge and ability.”

- **In both cases**, the professional engineer must also certify photocopies of the original documents in the original language and must write or print on each page of the photocopies the following statement:

“I, (state name), holder of P.Eng. licence number (insert licence number) certify this to be a true copy of the original document in the original language.”

STATEMENTS THAT MAY BE USED BY PROFESSIONAL ENGINEERS WHEN CERTIFYING ACADEMIC DOCUMENTS FOR P.ENG. APPLICANTS:

If the academic documents are issued in English by a non-Canadian or non-American post secondary institution, professional engineers may use the following statement on each page of the photocopy, if they wish to certify them:

“I, (state name), holder of P.Eng. licence number (state licence number) have reviewed this document (transcripts and diplomas) of (applicant’s name) and certify that it is a true copy of the original document.”

Notes:

- Professional engineers should sign, date, and provide their P.Eng. licence number on each page of the document. **PEO stamps should not be used on non-engineering documents** (academic documents are not considered engineering documents).
- For degrees obtained from universities in Canada or the United States, the transcripts must come to PEO directly from the universities or in a sealed university envelope. Photocopies, faxed, emailed or student-issued transcripts will not be accepted.