

OTBNZ Requirements for Translating Documents

If some or all of your documents required for your registration application are in a language other than in English, you must provide the OTBNZ with English translations of all such documents.

Note: If you are an overseas trained occupational therapist the documents you send will include the course description/academic syllabus of your occupational therapy qualification and your academic transcript or student record. The OTBNZ has a database of some syllabi/information of overseas courses. If you have course information that requires translating please contact the OTBNZ Professional Advisor on enquiries@otboard.org.nz beforehand to make sure that you are required to provide a translation of the coursework.

Please ensure you follow the steps as outlined below when having documents translated:

1. Translations must be prepared by a recognised official translation service. The translation must not be prepared by you, or any member of your family, or any person interested in the outcome of your application.
2. The OTBNZ recommends that you use a translator or service recommended by the NZQA. Refer the NZQA website at [Translation of documents » NZQA](#) for a list of recommended translators/services.
3. The translations must be prepared from either the original or a certified copy of the original. Refer the OTBNZ website on *how documents should be certified*.
4. Translations must be on official letterhead and bear the stamp/official seal, full name and signature of the translator or translation service.
5. All translations of original language documents, including notarised documents, must be certified as correct by an official of the translation service.
6. Translations must be securely stapled or attached to the original language document.
7. Translation costs are your responsibility.