

# Translators

Inclusion on this list should not be considered as a recommendation by the University of Reading.

| Name and Address  | Contact Details  | Specialist Areas                                  | Fee   |
|---|--|---|---|
| <p>‘The Lingoies’<br/>Mrs Winnie Joseph MA. MITI. MCIL.<br/>RPSI<br/><a href="http://www.lingoies.co.uk">www.lingoies.co.uk</a></p>                             | <p>Phone: 08458711000<br/><a href="mailto:wjoseph@lingoes.co.uk">wjoseph@lingoes.co.uk</a></p>             | <p>Chinese<br/>Japanese<br/>Spanish<br/>Dutch</p> | <p>Roughly £45 per Graduation/Degree Certificate. (This includes 1<sup>st</sup> class postage).</p>                                     |
| <p>Mr Stanislaus Yung<br/>DPSI. MITI and FLE<br/><a href="http://www.stanyung.com">www.stanyung.com</a></p>   | <p>Phone: 01245 443435<br/><a href="mailto:stan.yung@yahoo.co.uk">stan.yung@yahoo.co.uk</a></p>            | <p>Chinese</p>                                    | <p>Roughly £50 per Grad/ Degree. Cert.</p>  |
| <p>Ms. Maisy Luk<br/>MA Applied linguistics. MITI<br/><a href="http://www.maisyluk.com">www.maisyluk.com</a></p>  | <p><a href="mailto:maisyluk@googlemail.com">maisyluk@googlemail.com</a></p>                                | <p>Chinese</p>                                    | <p>Roughly £40 per Grad/Degree Cert.</p>  |
| <p>Mr Phillip Gordon</p>  | <p>Phone 01525 713891<br/><a href="mailto:john@jhfonline.co.uk">john@jhfonline.co.uk</a></p>               | <p>Arabic</p>                                     | <p>Roughly £30 per single page.</p>   |
| <p>Mr Adam Harb<br/>Arabic Translation Centre<br/><a href="http://www.atranslationcentre.co.uk">www.atranslationcentre.co.uk</a></p>                            | <p>Phone 02087439900<br/><a href="mailto:adam.harb@gmail.com">adam.harb@gmail.com</a></p>                  | <p>Arabic</p>                                     | <p>Roughly £60 per 200 words.</p>   |
| <p>Mrs Oksana Rolls<br/>DPSI Russian – English law<br/>DPSI Ukrainian – English law</p>   | <p>Phone: 07810898845<br/><a href="mailto:oksanarolls@hotmail.com">oksanarolls@hotmail.com</a></p>         | <p>Russian and Ukrainian</p>                      | <p>Roughly £30 per graduation/degree certificate. Can quote for other documents.<br/><b>Can be delivered by hand to University.</b></p> |
| <p>Ms Shu Zhang<br/>MCIL, RPSI, MA(Translation and Interpreting)<br/>Reading-based</p>  | <p>Phone: 07917 152647<br/><a href="mailto:Ms.shu.z@gmail.com">Ms.shu.z@gmail.com</a></p>                  | <p>Chinese</p>                                    | <p>Roughly £40 per Grad/Degree Cert.</p>  |
| <p><b>See Institute of Translators and Interpreters (ITI)</b><br/><a href="http://www.iti.org.uk/indexMainG.html">http://www.iti.org.uk/indexMainG.html</a></p> | <p>Go to website and click on list of translators. You may then find someone who will meet your needs.</p> | <p>Other languages</p>                            | <p>—</p>  |

# What your translation documents must show

Where a document is not in English or Welsh, the original document must be accompanied by a fully certified translation by a professional translator/translation company. This translation must include:

- Details of the translator/translation company's credentials.
- Confirmation that it is an accurate translation of the original document.
- The translator/translation company's contact details.

The translation document must also be dated and include the original signature of the translator or an authorised official of the translation company.

We recommend that you make and keep copies of all documents and forms that you have translated into English.