

VISAS

&

IMMIGRATION

LEXINOVA
LANGUAGE SERVICES

TRANSLATION
GUIDE

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1. INTRODUCTION

Applying for visas or handling immigration paperwork can be a stressful and complex process - especially when language barriers are involved.

From embassy forms to supporting documentation, accuracy is non-negotiable.

This guide outlines how to handle visa and immigration translation confidently, while highlighting how professional support from Lexinova ensures peace of mind.

WHY TRANSLATION MATTERS

2. WHY TRANSLATION MATTERS

Visa and immigration documents often require official, certified translation to meet strict legal and governmental standards.

Mistakes - even small ones - can lead to delays, rejections, or legal issues.

A professional translation partner ensures not only linguistic accuracy, but compliance with specific formatting and certification requirements across different countries.

3. STEP-BY-STEP GUIDE

1. Gather All Required Documents
 - Identify everything you need translated: forms, bank statements, letters, etc.
2. Check Embassy or Government Requirements
 - Some countries require certified, sworn, or apostilled translations. We can advise on this.
3. Clarify the Purpose of the Application
 - Tourist visa? Work permit? Residency? Each may require different documentation.
4. Provide High-Quality Scans
 - Poor images can delay processing and cause errors.
5. Use a Certified Translator or Agency
 - Lexinova provides certified translations with optional notarial or apostille services.
6. Confirm Deadline & Turnaround
 - We offer express services for urgent visa applications.
7. Retain Original Formatting Where Required
 - Official forms may require translation to mirror the original layout exactly.
8. Request Additional Copies If Needed
 - Some embassies keep copies; others return documents. Have spares ready.

SECTOR SPECIFICS

4. SECTOR-SPECIFIC CONSIDERATIONS

- Legal Accuracy: Literal translation isn't enough - official phrasing and terminology must match legal standards.
- Sensitive Information: Identity documents and legal histories are confidential - Lexinova maintains strict privacy protocols.
- Country-Specific Regulations: Every embassy has unique requirements; we stay informed so you don't have to.
- Certification & Apostille: We can issue signed declarations and arrange for legalisation if needed.
- Document Consistency: Names, dates, and details must match exactly across all translated materials

5. CHECKLIST

☐ Final versions of all documents ready for translation.

☐ Clear formatting and editable file types (e.g., Word, Excel).

☐ Defined target language(s) and country.

☐ Internal glossary or terminology (if available).

WHY USE LEXINOVA

Lexinova specialises in Visa & Immigration translation services.

We combine sector-specific expertise, native-language translators, and rigorous quality control to ensure translations are accurate.

With professional indemnity insurance up to £1 million, you are in safe hands.

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