

TRIP Certificate Completion Checklist

A Checklist for students completing the TRIP Graduate Certificate in Translation

Admission

- ___ *For matriculated Graduate Students:* Submit a completed and signed Graduate School [Add-On Certificate Form](#) via the my.binghamton.edu portal at the Financial Aid and Student Records Document Submission link by the add/drop deadline of any semester.
Note: If you are a COLI Track B MA student, make note of this (in ink) on your Add-On form.
- ___ *For those not matriculated in a Binghamton University Graduate School Program and not intending to apply for one:* Submit an [application](#) to be admitted to the TRIP Graduate Certificate in Translation.

Coursework

- ___ Complete four, four-credit courses (sixteen credits, which may double-count for a graduate degree program) that meet the requirements of the TRIP Certificate, as described in the BU Bulletin.

Exams

The Certificate exams are taken in your final semester of completing the certificate. They commonly overlap with certificate coursework, although coursework may be completed prior to the exams.

Translation Practical Exam

- ___ Select and communicate with a faculty member who has agreed to serve as your examiner;
- ___ Inform the TRIP Coordinator of your faculty examiner
Note: The TRIP Coordinator will arrange with your faculty member for your exam to be ready for you at the University Testing Center (UTC).
- ___ Practice taking translation exams, in preparation for demonstrating professional translation ability
Note: Ask the faculty member giving you your exam for practice materials;
- ___ Practice typing on an English-language keyboard, if needed
Note: This practice is relevant to those who are translating into languages other than English;
- ___ Schedule the practical exam yourself with the [University Testing Center](#) a minimum of forty-eight hours in advance of the date requested
Note: You will be informed of which week has been designated for taking the Translation Practical exam;
- ___ Take the three-hour proctored translation practical exam, adhering to all guidelines regarding dictionaries and time limit, as outlined in the translation practical exam instruction sheet;
- ___ Receive a grade of A- or higher to pass the exam.

Theory Exam

- ___ Block off the weekend when this 72-hour take-home exam is scheduled (Friday 9 am–Monday 9 am)
Note: The exam weekend will be announced early in the semester for a weekend typically in November (for Fall exams) or April (for Spring exams);
- ___ Review sample questions for the theory exam, if desired (*make an appointment with the TRIP Coordinator*)
Note: Meet with the examiner for each exam for additional recommendations on how to prepare;

_____ Take and submit on time your responses to the 72-hour take-home theory exam;

_____ Receive a grade of B+ or higher to pass the exam

Note: If you fail any exam, you may retake it once and must pass in order to earn the Certificate.

Certificate Completion

_____ Complete the online Graduate Application for Degree (GAFD) in the BU Brain’s “Student” tab by the [Graduate School’s deadline](#). *Students in the Comparative Literature MA in Translation Studies program should choose “standalone” rather than “add on” as their certificate designation.

Note: If you are matriculated in a degree program, complete this form for your certificate only, unless you have completed your degree program. If you are completing your degree and certificate in the same semester, the GAFD form will give you the option of completing a GAFD for a second degree or certificate, so you can complete one each for your degree and Certificate. While this form must be completed to graduate or complete the certificate, completing this form does not compel you to graduate or complete the certificate that semester.

_____ Upon passing the exams, complete the “Recommendation for Award Form” form, which you receive via email link after you have submitted the GAFD. The form routes to the TRIP director for signature. Submitting this form is the final step to completing the Certificate.

Scan the QR code below to indicate your interest in a graduate certificate in translation studies in the Translation Research and Instruction Program (TRIP).

