

TRIP Certificate Completion Checklist

A Checklist for students completing the TRIP Graduate Certificate in Translation

Admission

- _____ *For matriculated Graduate Students:* Submitted 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:* Submitted an [application](#) to be admitted to the TRIP Graduate Certificate in Translation.

Coursework

- _____ Completed 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 Practice Exam

- _____ Selected and communicated with a faculty member who has agreed to serve as your examiner;
- _____ Informed 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).
- _____ Practiced taking translation exams, in preparation for demonstrating professional translation ability
Note: Ask the faculty member giving you your exam for practice materials;
- _____ Practiced typing on an English-language keyboard, if needed
Note: This practice is relevant to those who are translating into languages other than English;
- _____ Scheduled the practice 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 Practice exam;
- _____ Taken the three-hour proctored translation practice exam, adhering to all guidelines regarding dictionaries and time limit, as outlined in the translation practice exam instruction sheet;
- _____ Received a grade of A- or higher to pass the exam.

Theory and Copyright Exams

- _____ Blocked off the weekend when these 72-hour take-home exams are 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);
- _____ Reviewed sample questions for these exams, if desired (*make an appointment with the TRIP Coordinator*)
Note: Meet with the examiner for each exam for additional recommendations on how to prepare;
- _____ Taken and submitted on time your responses to the 72-hour take-home theory and copyright exams;
- _____ Received a grade of B+ or higher on both to pass the exams

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

Certificate Completion

____ Completed 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 GADF 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, completed the "Award of Certificate" 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.