

## ПЕРЕВОДЫ ДОКУМЕНТОВ

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Для названий большинства документов терминологические вариации почти не играют никакой роли. Хотя могут возникнуть ситуации, когда вариант перевода того или иного названия документа может сыграть решающую роль. В частности, если для поступления на учебу от вас требуется Certificate of Senior Secondary Education (Австралийская реалья), то иной вариант перевода может не пройти по формальным критериям. Особенно внимательно нужно отнестись к переводам документов связанных с образованием и квалификацией (названиями предметов, факультетов, и т.д.), которые вы отправляете в оценивающую организацию.

### Образец перевода свидетельства о рождении

Translated from Russian into English

#### **BIRTH CERTIFICATE**

The citizen Bounsha Ivan Vacilyevich was born on July 27, 1980 (twenty seventh of July of the year nineteen eighty).

Place of birth: Moscow city, that was registered in the civilian registry book, record No. 22 from August 28, 1980.

Parents:

Father: Bounsha Vasily Ivanovich, nationality: russian

Mother: Bounsha Glafira Nickolaevna, nationality: russian

Place of registration: Moscow city

Date of issue: August 28, 1980

Official seal applied.

**II-AC № 12345**

Signature of the Head of the Department of civilian registry: signature

Additional stamps: Passport issued V № 123456

August 22, 1994

### Образец перевода свидетельства о браке

#### **MARRIAGE CERTIFICATE**

Citizen Bounsha Ivan Vacilyevich, born on July 27, 1970 place of birth - Moscow city and citizen Shpak Ekaterina Antonovna, born on July 27, 1970 place of birth – Moscow city have entered into a marriage December 25, 1998 that is registered in the civilian registry book record No.123 from December 25, 1998.

After marriage the husband has received the family name Bounsha, wife: Bounsha

Place of registration: Krasnopresnensky registry office of Moscow

Data of issue: December 25, 1998

Signature of the head of the Department of civilian registry: signature

Official seal applied

**I-AB № 123456**

### **Образец перевода свидетельства о разводе**

#### **DIVORCE CERTIFICATE**

The marriage between citizen Bounsha Ivan Vacilyevich and citizen Bounsha Ekaterina Antonovna is dissolved, which was registered in the civilian registry book, record No.127 from March 4, 2000.

Surname given after divorce:

to him: --

to her: Shpak

Place of registration: Krasnopresnensky registry office of Moscow

The certificate is given to citizen Bounsha Ekaterina Antonovna

Data of issue: January 31, 2000

Signature of the head of the Department of civilian registry: signature

Official seal applied

**I- AB № 12345**

### **Образец перевода аттестата о среднем образовании**

*Translated from Russian into English*

#### **Russian Federation**

#### **Senior Secondary Education CERTIFICATE**

The attached certificate is issued to Bunsha Ivan Vasilyevich, born in the city of Tambov on July 27, 1980. To certify that he completed in 1996 year a course of study at Secondary School № 216 in the city of Tambov and with exemplary conduct achieved the following grades in the subjects listed:

Russian Language 4 (good)  
Literature 4 (good)  
Algebra and Beginning of Analysis 4 (good)  
Geometry 4 (good)  
History of Russia 5 (excellent)  
World History 5 (excellent)  
Fundamentals of Law 4 (good)  
Physics 4 (good)  
Astronomy 5 (excellent)  
Chemistry 4 (good)  
Biology 5 (excellent)  
Geography 5 (excellent)

English language 5 (excellent)  
Labor and professional Education 5 (excellent))  
Fundamentals of life safety 5 (excellent)  
Physical Education 5 (excellent)

In addition he successfully completed courses in drawing, music and fine art also elective courses in mathematics, physics and literature.

Director of the school (signature)

Director of studies (signature)

Teachers: (signatures)

Round seal

June 26, 1996

**AA № 123456**

### **Образец перевода диплома**

#### **GRADUATE DIPLOMA**

This diploma is issued to John Lennon that in 1981 he has entered the XXXXX Polytechnic Institute and in 1986 he has studied the full course of subjects of the named Institute; under the specialty of Electronic Computing Machines.

By conclusion of the State Examination Commission of the June 20, 1986 Lennon J. has assigned the **qualification of the computer systems analyst.**

Chairman of the State Examination Commission Signature

Rector Signature

Secretary Signature

Seal

Town XXXXX

March 25, 1998

Registration № XX-11

#### **DEGREE CERTIFICATE**

RUSSIAN FEDERATION

Moscow city

Moscow State University by M.Lomonosov

**ABC 0123456**

According to the decision of the State Examinations Board on June 4, 1999 Ivan Vasylevich Bounsha has been conferred **Degree BACHELOR of Science in Applied Physics** on direction "Physics".

Chairman of the State Examinations Board (signature)

Rector of the University (signature)

Round seal

Registration No. 12345/99

June 30, 1999

## **Образец перевода военного билета**

### **MILITARY RECORDS BOOK**

**HP № 1234567**

Family name - *Bounsha*

Name - *Ivan*

Patronymic Name - *Vasilyevich*

Date, month, year of birth - *May 19, 1970*

Personal signature

Issued - *Krasnopresnensky district Military Commissariat of city Moscow*

Photo - (round seal)

Date of issue - *June 28, 1988*

*Military commissar*

*Lieutenant-colonel*

*Signature - Kouzmin*

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##### I. General Information

1. Place of birth - Moscow
2. Nationality - russian
3. CPSU member (year) - no
4. VLKSM member (year) - 1984
5. Education - 10 years
7. Marital status - never married

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##### II. The relation to the military service

8. By draft commission of the Krasnopresnensky District Military Commissariat of city Moscow is recognized as suitable for a military service and directed to a military unit on June 28, 1988.

*Military commissar*

*Lieutenant-colonel - (signature) - Kouzmin*

*(round seal)*

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12. On August 31, 1989 is transferred to the reserve according on Supreme Soviet decree dated July 11, 1989 and directed to Krasnopresnensky District Military Commissariat is obliged to arrive to a destination and to become taken on the military record-keeping on September 2, 1989.

Commander of the military unit, lieutenant-colonel  
Signature – Kondratiev – (round seal).

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15. Passing of the military service

<b>Military unit name</b>	<b>Position and a military rank</b>	<b>Date of enlistment on the military unit record and No. of the order</b>	<b>Date of removing from the military unit record and No. of the order</b>
01234	Cadet, Private	July 1988 No. 178	27.11.88 No. 350
Mil/unit 012345	enlisted	14.12.88 No. 123	
Mil/unit 012345	sergeant, the commander of reconnaissance unit	26.12.88 No. 012	31.08.89 No.123

The head officer of the military unit No. 01234 Headquarters  
Guards major – signature – Krasnopeev – (round seal).

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16. The conclusion of the military unit commander about usage at the war time – VUS-146182A , the commander of reconnaissance unit.

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19. Oath of allegiance - July 31, 1988 at Mil/unit 012345 (round seal)

The head officer of the military unit headquarters  
lieutenant-colonel – Rybin -(signature).

20. Promotion of the military rank and qualification

<b>Rank or qualification</b>	<b>By whom he was promoted, date and No. of the order</b>	<b>Signature and seal</b>
Private	Commander of mil/unit 01234, 4.07.88, No. 178	(signature) (round seal)
Sergeant	Commander of mil/unit 01234, 27.11.88, No. 350	(signature) (round seal)
Specialist 3rd class	Commander of mil/unit 01234, 27.11.88, No. 350	(signature) (round seal)
Specialist 2nd class	Commander of mil/unit 12345, 29.06.89, No. 089	(signature) (round seal)