

We Translate On Time

Internship Programme

*Gain real-world experience in certified translation
and legal document processes — in Lisbon, Portugal.*

Portuguese · Spanish

2 – 12 months

Lisbon, Portugal

3–4 places available

wetranslateontime.com

We Translate On Time

2016

Founded in Lisbon

1.000+

Clients per year

1M+

Words translated per year

Who We Are

We Translate On Time is a Lisbon-based certified translation agency specialising in legal, notarial and official documents.



Certified translations for legal and official use



Apostille and notarial authentication



Operations across Portugal, Spain and the rest of Europe



Trusted by law firms, notaries, multinational companies and individuals

What You Will Learn

Hands-on experience across the full lifecycle of certified translation.



Certified Translation

Work daily alongside professional translators on real certified documents — Portuguese, Spanish, French and beyond.



Legal Document Processes

Understand how translations are used in courts, notarial offices, immigration and corporate settings.



Authentication & Apostilles

Learn the difference between notarised, apostilled and consular certifications — and when each is required.



End-to-End Workflow

Follow a document from initial request through translation, quality review, certification and client delivery.

Why Lisbon?



300+ days of sunshine

Lisbon is one of Europe's sunniest capitals — perfect for exploring between work days.



Accommodation Support

We actively assist interns in finding suitable accommodation in Lisbon before arrival.



Central European location

Easy connections to major European cities. Up to a 3-hour flight from London, Barcelona, Rome, or Paris.



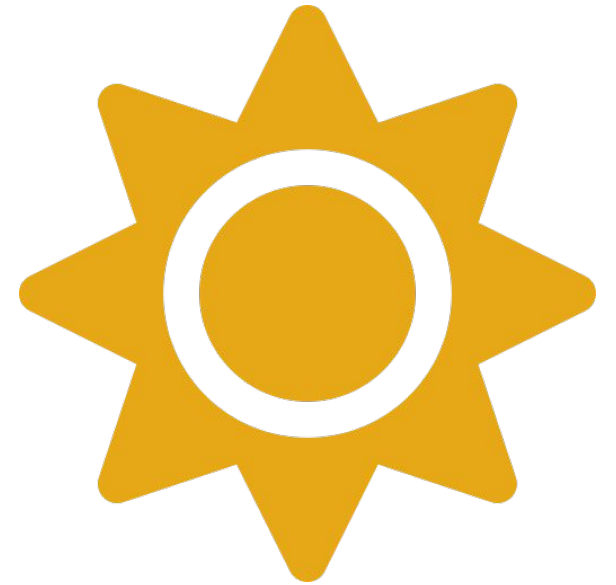
Immersive language experience

Live and work in a Portuguese-speaking environment — the best way to deepen your language skills.



Welcoming international city

Lisbon has a large, welcoming expat and student community — settling in is easy.



Programme Details



Duration

- Minimum 2 months
- Maximum 12 months
- Start dates flexible throughout the year



Places Available

- 3 to 4 interns at any one time
- Placement eligible for support via Erasmus+
- Academic credit supported, depending on your University



Who Should Apply

- Students of Portuguese and Spanish
- Philology, Linguistics, Literature or Translation Studies
- Curiosity about legal language a plus



What to Expect

- Working hours: Monday–Friday, office hours
- Hands-on from day one
- Two days-off per month, and flexible telecommute



The Ideal Candidate

Is this you?

- **Studying Portuguese or Spanish**
Linguistics, Philology, Translation Studies or related field
- **Interested in legal language**
Curious about how language functions in legal and official contexts
- **Detail-oriented and reliable**
Certified translation demands precision and attention to details
- **Eager to work in a professional setting**
Real documents, real clients, real deadlines
- **Open to learning Portuguese**
Spanish or Italian speakers with an interest in Portuguese are very welcome

How to Apply

Applications are open year-round. We welcome enquiries from universities and students directly.

1

Send your CV

Tell us about your language background and what you hope to gain from the placement.



2

Brief test & interview

A short test to assess your translation level and a conversation to get to know each other.



3

Placement confirmed

We agree on start date, duration and any university paperwork required.



4

Arrive in Lisbon

We help you settle in, find accommodation and get started from day one.



Get in touch:

hr@wetranslateontime.com

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