



Job #

Translation Request

Date request submitted: _____

School: _____

Date requested by: _____

Office Manager: _____

Please note that many translated versions of documents in various languages are on TransAct. **Please check TransAct before submitting documents.**

All documents submitted for translation must be in Word format, and included as an email attachment.

Documents will be submitted to Julie DeBolt for approval. Please **allow at least two weeks** for processing.

___ This is an updated version of previously translated document.

___ This document, in any form, has not been translated before.

Language (**Please check ONLY ONE**):

Other _____

Comments:

Email Translation Requests to: interpreters@auburn.wednet.edu

