

Translation/Interpretation Request Form

Translation & Interpretation Request Form (internal use)

To support timely and high-quality language access services, we encourage staff to submit requests with as much advance notice as possible. This allows adequate time for accurate translation, thoughtful review, and coordination of interpretation services.

- Written translations are best submitted with at least one week's notice, with additional time for longer or more complex materials.
- Whenever possible, please attach or link the original source file (e.g., Word document, PowerPoint presentation, Canva, etc.) or plain text, rather than a PDF. This helps preserve formatting and streamline the process.
- Interpretation requests longer than 30 minutes ideally require two interpreters to support quality and accuracy. These requests should be submitted at least two weeks in advance when feasible.

We understand that urgent needs can come up and will make every effort to accommodate requests as quickly and efficiently as possible.

Requesting Employee

Today's Date

YYYY-MM-DD

Date and Time Service Needed

YYYY-MM-DD

hh:mm:ss A

Types of Service(s) Needed

- ☒ Written Translation
- ☒ Oral Interpretation

If the event you are requesting interpretation for will have presentations, please send those to translation at least a week in advance. Please add presenter's notes or other talking points so the interpreters can familiarize themselves with the specific language and topics that will be discussed.

Description of Request

File(s) Upload

Drag and drop up to 10 files here to upload or

Choose files

File Link(s)

Additional Notes

Submit