

# On campus Instructions for Chinese Translations

(Purdue University West Lafayette Campus)

(Updated April 2023)

1. First, you will need to pay for your translation. When you pay for your translation, we will need your 1) PUID 2) passport and 3) the original Chinese document. We only accept payment with a credit/debit card. Translation and notarization for driver's licenses, diplomas and certificates are \$15 each for someone who has a valid PUID issued through the main campus, and \$23.10 for those without a valid PUID. All payments are non-refundable.
2. Office hours for payment are Monday – Friday 10:00 - 11:30 with Ms. Twyla Gibson in Stanley Coulter Hall 146 and 2:00 – 3:30 in Stanley Coulter Hall 146E from Ms. Tatiana Elistratova.
3. Once you have paid, scan or take a picture of your original license with **all four sides**. For other documents, please send a scan or picture of **all the pages** of the document. Send a PDF document with the pictures to Ms. Tatiana Elistratova at [telistra@purdue.edu](mailto:telistra@purdue.edu). Please include your name in **pinyin**, since Ms. Elistratova cannot read Chinese. Also, if you do have a Purdue email, send the translation using the **@purdue.edu** email for easier processing. We will send your request to the translator **after we have received payment**.
4. Ms. Elistratova will email you when your translation is completed and ready for pick up. Please allow 5 working days for the translation and notarization once you receive an email from Ms. Elistratova saying your request has been forwarded to our translator. We receive large amounts of requests during the semester. Ms. Elistratova will email you when your translation has been processed for pick up. **Do not contact Ms. Elistratova** asking about your translation within the 5 working days while the translation is still in process.

## 普渡大学西拉法耶主校区中国驾照或学位证书翻译和公证须知

1. 把驾照**所有的内页**（正副页及机车类型代号页）或其他证书的内页扫描或拍照，保证能看清楚，用电子邮件方式寄给秘书Tatiana Elistratova的邮箱 [telistra@purdue.edu](mailto:telistra@purdue.edu)。为简便手续,请务必使用 **@purdue.edu** 邮箱，邮件用英文，注名必须有你本人名字的**拼音**，因为秘书Tatiana 看不懂中文名字。
2. 我们会在收到你的付费以后再安排翻译。翻译完成后已收费用不将退还。秘书会发邮件通知取件。周一到周五上午10点到11点半在秘书Twyla Gibson那儿取件(Stanley Coulter Hall 146), 下午2点到3点在秘书Tatiana Elistratova的办公室 Stanley Coulter Hall 146E取件。有普渡证件（PUID）的同学和学者请准备好PUID, 护照，驾照原件和信用卡或借记卡。普渡西拉法耶主校区学生和学者驾照和学位证件翻译费用是15美元，校外顾客为23.10美元。翻译时间为5天工作日。在5天工作日内，请不要询问翻译情况，因为我们正在翻译。