Instructions for Chinese License/Diploma Translations

1. Scan or take a picture of your original license with left and right sides (正页和副页). Send your document to Ms. Jasmine Patterson at patter36@purdue.edu Please include your name in pinyin, since Ms. Patterson cannot read Chinese. Also, if you do have a Purdue email, send the translation using that @purdue.edu email for easier processing.

2. Ms. Patterson will email you when your translation is completed and ready to pick up. Office hours for pick up are Monday – Friday 9:00 – 11:00 with Ms. Jasmine Patterson in Stanley Coulter Hall 128 and 2:00-4:00 in Stanley Coulter Hall 128 from Ms. Janelle Boys-Chen unless noted in email. Payment (cash or check paid to Purdue University) is expected at the time of pick-up. Translation and notarization for driver's licenses and diplomas are $15 each for someone who has a PUID issued through the main campus. Students from a different Purdue campus and anyone outside the Purdue campus pay a fee of $23.10. Please bring the exact change of the payment if you are paying with cash. If you’re writing a check, please make it payable to Purdue University. We can’t do changes.

3. Please allow 5 working days for the translation and notarization, since we receive large amount of requests during the semester. Ms. Patterson will email you when your translation has been processed for pick up. Do not contact Ms. Patterson asking about your translation within the 5 working days while the translation is still in process.

4. When picking up your license translation, we will need your 1) PUID 2) passport and 3) the original Chinese license or diploma.

中国驾照或学位证书翻译和公证须知

1. 把驾照的正副页或学位证书扫描或拍照，保证能看清楚，用电子邮件方式寄给秘书 Jasmine Patterson 的邮箱 patter36@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 Jasmine 看不懂中文名字。

2. Jasmine 会发邮件通知取件，周一到周五上午 9 点到 11 点在秘书 Jasmine Patterson 那儿取件 (Stanley Coulter Hall 128)，下午 2 点到 4 点在秘书 Janelle Boys-Chen 取件，地点同上。有普渡证件（PUID）的同学和学者请准备好 PUd, 护照，驾照原件和 15 美元现金（请准备整 15 元，我们不能找零）或支票抬头开 Purdue University。校外学生驾照翻译收费是 23.10 美元，同样准备护照和驾照原件。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。