

## On campus Instructions for Chinese Translations

(Purdue University West Lafayette Campus)

(Updated October 2022)

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 cash or a check payable to Purdue University. Translation and notarization for driver's licenses, diplomas and certificates are \$15 each for someone who has a PUID issued through the main campus. Please bring the **exact** change of the payment if you are paying with cash. We cannot make change. 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 128 and 2:00 – 3:30 in Stanley Coulter Hall 146E with 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 your document 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 128), 下午 2 点到 4 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 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。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。