

English Translation Verification Form

This form is used to verify English translations of academic credentials for Illinois graduate applicants.

Section 1 - To be completed by the student

Student Name: _____

Institution Name: _____

Verified Documents: Bachelor's Degree Transcript Bachelor's Certificate of Degree or Diploma
 Master's Degree Transcript Master's Certificate of Degree or Diploma

Instructions:

- We recommend checking with your department first to see if there is someone able to verify your translation. If you are unable to locate someone, we suggest you check with the Linguistics department at 217-333-6269.
- You should translate the documents and then present the original native language documents with the translation to a UIUC faculty or Staff member to verify and complete Section 2 below.
- See page 2 for additional instructions.

Section 2 – To be completed by the UIUC Faculty or Staff verifying the translation

Faculty / Staff Name: _____

Title: _____ Department: _____

Native Language of the original documents provided: _____

I am a UIUC faculty or staff member and competent to translate these credentials by virtue of the following (check all that apply):

Professor in the native language of the original document

Fluent in the native language of the original document

Other (explain): _____

Please sign below to certify the following:

I have personally reviewed both the English translation and the original (or attested) native language documents listed in section 1 above and verify that the English translation is an accurate translation.

Signature

Date

English Translation Verification Form Instructions

Students:

- Students should use this form only when unable to obtain an English translation of transcripts and/or certificates of degrees required to finalize your admission.
- You may prepare the English translation document yourself, however, the translation must be a precise verbatim (word-for-word) translation, and must be in the same format (including grading system, scale and credits) as the native language document.
- You must have this English translation verified by a UIUC faculty or staff member fluent in the native language of the original document.
- English translations verified by family members, TAs, RAs, students, certified public translators, notary publics, and UIUC faculty or staff not fluent in the native language of the original document **will not be accepted**.
- We recommend checking with your department first to see if there is someone able to verify your English translation. If you are unable to locate someone, we suggest you check with the Linguistics department at 217-333-6269.
- Once the English translation has been verified, please submit the original “Verification of English Translation Form,” the original English translation, and the original (or attested copy) native language document to the Graduate College (110 Coble Hall, 801 S Wright St, Champaign, IL).

UIUC Faculty and Staff:

- The student should provide you with the following documents with their request:
 - English translation of the document(s) to be verified
 - This English Translation Verification Form (with Section 1 already completed by the student)
 - Original (or attested copy of the) native language document(s) to verify the English translation
- Please review and compare the native language document and the prepared English translation. The English translation must be a precise verbatim (word-for-word) translation, and must be in the same format (including grading system, scale, and credits) as the native language document.
- Please complete Section 2 of the English Translation Verification Form attach the completed form to the appropriate document(s).
- The student is responsible for returning the documents to our office.
- Please contact the Graduate College at 217-244-4637 or grad@illinois.edu with any questions.