

# On campus Instructions for Chinese Translations

(Purdue University West Lafayette Campus)

(Updated December 2024)

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 payments are:  
Monday, Wednesday, Friday: 9:00 AM to 12:00 PM  
Tuesday, Thursday: 1:30 PM to 2:30 PM  
Location: Stanley Coulter Hall, Room 146C
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 [translations@purdue.edu](mailto:translations@purdue.edu). Please include your name in **pinyin** as shown on your PUID and passport. 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. Our translation liaison will email you when your translation is completed and ready for pick up. Please allow at least 5 working days for the translation and notarization once you receive an email saying your request has been forwarded to our translator. We receive large amounts of requests during the semester. We will email you when your translation has been processed for pick up. **Do not contact us** 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. 翻译服务之前首先需支付费用。付费时我们需要你带上普渡ID，护照和翻译原件。我们只接受信用卡或借记卡。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一份是15美元，校外顾客为23.10美元。已收费用不将退还。
2. 费用支付办公室开放时间为周一，周三和周五，上午9点至12点，周二和周四下午1点半至2点半，地点为Stanley Coulter Hall 146C。
3. 费用支付完毕后，把驾照**所有的内页**（正副页及机车类型代号页）或其它证书的内页扫描或拍照，保证能看清楚，用PDF附件及扫描件或照片寄至邮箱[translations@purdue.edu](mailto:translations@purdue.edu)。为简便手续，邮件用英文，注名必须有你本人名字的与普渡ID和护照相符的**拼音**，请务必使用**@purdue.edu** 邮箱。我们**收到付费后**即会安排翻译。
4. 翻译完成后我们会通知取件。翻译时间为开始翻译后的5天工作日。因为我们翻译量大，所以在翻译完成后会通知。在5个工作日内，**请不要询问翻译情况**，因为我们正在翻译。