

DOCUMENT TRANSLATION INSTRUCTIONS

Documents which will be presented to our local Immigration offices, and which need translation, may be translated by yourself, but then the translation **must be verified by someone else** who knows both English, and the language the document was written in. If you can find someone who works here at UCSB and has a UCSB employment title, you could ask that person to look at your translation, and confirm its accuracy by signing the following statement which you must include on the same page below your translation:

This is to confirm that the above is a true and correct translation from _____ into English, and that I am competent in both these languages.

(prepare signature block)
Type Name of person signing
University title
University department

Of course you can have the material translated by your Consulate, or in many other ways, this is just one way that is usually simple, quick, and inexpensive.