



## **Translation/Name Affidavit Overview**

### **Translation Affidavits**

All documents submitted to the USCIS must be in English or be accompanied by a certified translation. This includes degree materials, evidence of your publications, notable citations, letters of support, and any other supplementary forms of evidence used to support your petition. **Please note that, if peer-reviewed articles have the journal information, article title, authors list, and abstract in English, you should not need a certified translation for them.**

You, or a colleague fluent in both English and the language in which this document was written, can do a certified translation yourself by submitting 1) a certified translation affidavit, 2) the document in its original language, and 3) a separate document containing the English translation. Please find a template of a certified translation affidavit attached. If you or a colleague choose to do a certified translation yourselves, please complete this template. Then, please sign and date it. Otherwise, please have an official translation service complete a certified translation for you. We unfortunately cannot provide any specific recommendations for translation services.

### **Name Affidavits**

In addition to submitting translations for non-English documentation, we recommend submitting supplementary evidence in the event your name is presented or spelled differently (e.g., you publish articles under a different name than the one listed on your passport, or you use an abbreviated format of your full name in professional contexts). Please be assured that different presentations of your name should not cause any problems for your I-140 petition as long as we provide evidence explaining the difference. If you use a different name than the one listed in your passport, please refer to the attached affidavit.

## **Translation Affidavit FAQ**

- **Q: Can I use Google Translate or a similar program to translate documents?**

**A:** No, please **do not** translate anything using an automated service such as Google Translate. All translations should be performed by a fluent speaker of both English and the language in question.

- **Q: Who can perform a translation? Is it really ok if I or my friend/relative/coworker translates documents for my case?**

**A:** Anyone who can attest to their fluency in both English and the language in which the document in question is written can perform a certified translation. For the purpose of I-140 or I-129 filing, their relation to you should not impact the acceptability of the translation in any way.

- **Q: How should certified translations be formatted?**

**A:** If you or someone you know is performing the certified translation, we recommend including the translation on a separate page from the affidavit. It is generally best that the translation be formatted similarly to the original. Please **do not** translate a document by annotating or writing over the text of the original. The translation should appear as a separate document from both the original document and the translation affidavit. If using a professional translation service, the formatting used by the translator should typically be fine.

- **Q: I have many articles published in a language other than English. Do I need to translate the entire first three pages?**

**A:** No, in our experience this is not necessary. It should be fine to translate just the most relevant parts (i.e., the title, author list, publication information, and abstract). Similarly, for notable citations of your work, you should only need to translate the title, author list, publication information, any paragraphs that discuss your work, and the portion(s) of the references section that list your paper(s).

For book chapters, in addition to the chapter's title, authors, and abstract, please also translate the book's cover page, editor/author names, page(s) with the book's publication information, and the table of contents. For any patents on which you are listed as an inventor, please translate the title, patent number, filing/approval dates, the list of inventors, any assignees, and the abstract.



For any other types of publications not listed here, feel free to check with us as to which portions should be translated.

- **Q: Which portions of emails need to be translated?**

**A:** You should translate the sender, recipients, subject, date, and full contents of any emails being submitted. You should not need to translate an entire email chain, unless other replies within that chain contain pertinent contextual information.

- **Q: When signing my name affidavit, which variations should I include?**

**A:** We recommend including any and all appearances of your name that could possibly be construed as referring to a different person. When deciding what to include on a name affidavit, it is better to err on the side of caution and to include even minor variations.

- **Q: I signed my affidavit a while ago for an earlier filing. Do I need to sign a new affidavit now?**

**A:** No; so long as none of the information being attested to in either affidavit needs to be added or changed, these documents can be reused in later filings.