

NDSU Extension and Ag Experiment Station
Language Interpretation or Publication Translation Service Request Form

This form allows the Office for North Dakota State University Extension and NDAES to gather essential information to coordinate your request for Language Interpreting or a translation service. This form may be completed by an individual employee who is requesting interpretation or a translation service as accommodation for their employment or by a university employee coordinating accommodations for a program that may be open to the public.

*Please note that requests received with less than three weeks' notice are unlikely to be complied with.

You will be notified by the Office for North Dakota State University Extension and NDAES when an interpreter or a translation service has been scheduled. In the event we are unable to fill a request we will notify you one business day prior to the date for your event.

Event attendees: If you are a student, employee or visitor requesting an interpreter to attend a public event sponsored by North Dakota State University Extension and NDAES, please direct your request to the person/department planning this event.

Event planners: If you are coordinating a program that may be open to the public, you may always contact North Dakota State University Extension and NDAES personnel Erin McCall at 701.231.7656 or email erin.mccall@ndsu.edu for assistance in arranging a language interpreter or translation of promotional materials or determining the necessary services to provide access.

Name of the person completing the request:

Phone number of the person making the request:

Email of the person completing the request:

Name of the event:

Select need:

In-person interpreter:

Over a telephone interpreter:

Translation of a publication:

Name of the Language in which the person requesting the interpreter or a translation?

Choose from the following:

I am an **employee** of NDSU requesting Language Interpreter or a translation serves as an accommodation to perform my job.

I am **not an employee** of NDSU requesting Language Interpreter or a translation serves as an accommodation to perform my job.

Email this form to: erin.mccall@ndsu.edu

Further Contact Information at NDSU for requesting an interpreter or translator services:

Erin McCall

Administrative Assistant | North Dakota Agricultural Experiment Station

NORTH DAKOTA STATE UNIVERSITY

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