

YOUR WORKING CHECKLIST

Pay record translation: gross pay, deductions and employment periods

What should a translated payslip show without overstating income or employment?

Preserve the pay period, employer, employee, gross amounts, deductions and net pay as recorded. A payslip translation does not verify employment, annualize income or decide whether the document meets a financial evidence requirement.

Check the boxes on screen or by hand. Use the notes area for records to find and questions to ask.

Your preparation checklist

- ☐ Check period and payment–date labels
- ☐ Separate current and cumulative columns
- ☐ Preserve deductions and reimbursements
- ☐ Flag name discrepancies without rewriting them

A little support for your next step.

Eagle Translate has reserved the discount code SUPPORT25 for Immigrant Insider readers, to help immigrants in the United States with document translation costs. Use your reader code when you order. No expiration date. No usage limit.

Reader code: SUPPORT25

<https://eagletranslate.com/>

Check the order total before payment.

Notes and questions to follow up

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Source links and current instructions

Sources checked October 25, 2026. Follow current instructions at the linked institution.

USCIS: Policy Manual: evidence

<https://www.uscis.gov/policy-manual/volume-1-part-e-chapter-6>

Return to the complete guide

<https://immigrantinsider.com/documents/pay-record-translation/>

General information

This free organizer is not a government form and does not submit an application, establish eligibility, preserve a deadline or replace individual legal advice. Government filing fees and professional services are separate.