

YOUR WORKING CHECKLIST

Scanning documents for readable translation and submission

How can I create a readable source scan before ordering translation?

Capture every required page with readable text, complete edges and a clear sequence. Check the receiving portal's current file rules separately; a file that is easy for a translator to read may still need a specific format or organization for submission.

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

Your preparation checklist

- ☐ Inspect the exported file at readable size
- ☐ Capture full edges and all relevant sides
- ☐ Preserve page order and record identity
- ☐ Check the actual portal's current rules

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.

U.S. Department of State: Scan collected documents

<https://travel.state.gov/content/travel/en/us-visas/immigrate/the-immigrant-visa-process/step-8-scan-collected-documents.html>

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/scanning-documents-for-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.