YOUR WORKING CHECKLIST

Translation project handoff from source inventory to final file

What information should I give a translator before work begins?

Provide the recipient's requirement, intended use, complete source inventory and known uncertainties. A clear handoff reduces avoidable clarification without asking the translator to choose a legal strategy, rewrite the source or guarantee the recipient's decision.

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

Your preparation checklist

- [ ] Attach recipient instructions
- [ ] Inventory all source pages
- [ ] Flag uncertainties as questions
- [ ] Define final delivery and feedback

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

U.S. Department of State: Civil documents for immigrant visa processing
https://travel.state.gov/content/travel/en/us-visas/immigrate/the-immigrant-visa-process/step-5-collect-financial-evidence-and-other-supporting-documents/step-7-collect-civil-documents.html

U.S. Department of Education: Recognition of foreign qualifications
https://www.ed.gov/about/initiatives/international-affairs/recognition-of-foreign-qualifications

Return to the complete guide

https://immigrantinsider.com/documents/translation-project-handoff/

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.