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THE TRANSLATION PROGRAM

The Translation Program of the Asian/American Center was created by the Queens Borough President’s Office and Queens College to facilitate communication by translating short documents from English into Chinese, Korean, and Spanish. We are ready to serve government agencies, health care institutions, youth service groups, senior centers, nonprofit community organizations, arts groups, and programs that promote interethnic, interracial, and intercultural exchange.

Translation services are free of charge to community agencies that will print and distribute the material.

TRANSLATION GUIDELINES

• A commitment to print and distribute the translated material is necessary.
• Flyers and posters for public distribution are encouraged.
• Documents should be no longer than 10 typed pages. (Lengthier material is subject to approval.)
• The Translation Profile and Request Application form must accompany each translation request.
• Documents should be written so that they remain current for at least one year, or be reusable with minor modifications.
• Idiomatic phrases and terms with possible double meanings should be avoided.
• The following credit line will appear on all the translated work: “Translated by the Asian/American Center of Queens College with funds provided by the Queens Borough President’s Office.”
• An original copy of the translated document after being printed should be sent by the organization to the Translation Program for its records.