



BALL STATE UNIVERSITY

Official Translation Guidelines

If you have studied at a non-US institution, from which you have not earned a degree, you must submit a scanned copy of the official transcript to Ball State University's International Admissions office with an official translation.

The following guidelines must be followed for translations to be official. Ball State University reserves the right to reject translations that do not meet these guidelines.

Official English translations must:

- Be prepared using the same format as the original.
- Be verbatim and have all information on the transcript translated.
- Be typed and signed by the translator.

Official English translations can only be prepared by the following:

- Consulate or embassy of the country that issues that document or translations.
- Translation service or agency or an immigration / refugee association.
- The institution where the student received his or her degree.

Academic Affairs

Rinker Center for International Programs

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