

Application for a Multicultural Supporter

■Request for Interpreting/Translation■

YYYY / MM / DD

Date _____

Public Interest Incorporated Foundation Yamaguchi International Exchange Association

Chairperson

(Applicant) Address _____

Name _____

(Organizations: please put your organization's address, and organization name and the name of a representative.)

I request the following interpretation/translation:

Type of Request		Interpretation	Translation
Project Name			
Project Description / Request Details			
Interpreting	Language	Language: _____	Number of Interpreters: _____
	Date and Time	From: _____	Until: _____
	Location	Facility Name: _____ Address: _____ TEL: () FAX: () Means of Transportation (From closest JR station): _____	
	Will transportation be provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Will compensation / travel expenses be provided?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Compensation ¥ _____ Travel Expenses ¥ _____)	
	Translation	Languages	From _____ to _____
Deadline		Date: _____	Time: _____ AM / PM
Will compensation be provided?		<input type="checkbox"/> No <input type="checkbox"/> Yes (Compensation ¥ _____)	
Comments			
Contact Information (Project Supervisor)		Contact Info	TEL () FAX () Email
		Name	

*Available languages and fields are limited, so please confirm with the YIEA in advance.

【Interpretation】

- Please include an outline of the event if available.

【Translation】

- Please include a copy of the document to be translated (not the original).
- Please include a list of the correct notation for any foreign names or places mentioned in the document and readings for any Japanese names or places.
- Please include any official used foreign language versions of organization and department names.