

## **1 TRANSLATION FEES**

### **Sentro ng Wikang Filipino – University of the Philippines, Diliman (SWF-UPD)**

Translation Rules for Private or Personal Requests

(Translates only English-language documents into Filipino)

**Process:** Requires writing or emailing the Director for the request to translate the document from English to Filipino. The copy of the document requested to be translated must be included in the letter. Wait for the answer.

**Translation Period:** It takes two to three weeks to translate a document if it has one to ten pages. If it exceeds ten pages, a longer translation period is required. In cases where translators have concurrent activity or project, the translation time of the document may be longer and will be promptly informed by email / call. It is anticipated that the translated document will be reviewed by the director and there may be a change in the due date for the translation of the document.

**Translation Certificate:** SWF-UPD provides certification upon request.

**Translation Format:** Font size 12, Times New Roman style, double space and page size 8.5 x 11 in.

**Translation Service Value:** Translation requests from the private or personal sectors are chargeable. Each page translated into Filipino has a fee of five hundred pesos (P500.00).

**Note:** All transactions will be sent in formal message via email so that the office has documentation on any of its responsibilities.