



EMORY
UNIVERSITY

Accessibility Services

Office of Equity and Inclusion

Interpreter Request Form

Requester: _____

If applicable:

Student Name: _____ **Student ID:** _____

Department/Organization: _____

Email Address: _____@emory.edu

Event/Course Title: _____

Nature of Event:

- | | |
|----------------------------------|---|
| <input type="checkbox"/> Lecture | <input type="checkbox"/> Panel |
| <input type="checkbox"/> Meeting | <input type="checkbox"/> Class |
| <input type="checkbox"/> Other | <input type="checkbox"/> Not Applicable |

Requested Day/Date(s): _____

Start Time: _____ **End Time:** _____

Building & Room Number: _____

Address: (other than Emory campus) _____

If applicable:

On-site Contact Person: _____ **On-site Phone Number:** _____

Estimated Number of Participants: _____

Estimated Number of Primary speakers: _____

Name of Speaker(s): _____

Preferred Communication Mode:

- | | |
|--------------------------------|---|
| <input type="checkbox"/> ASL | <input type="checkbox"/> PSE |
| <input type="checkbox"/> SEE | <input type="checkbox"/> Oral |
| <input type="checkbox"/> Other | <input type="checkbox"/> Not Applicable |

Additional Information:

By submitting this form, I certify that I have completed the Interpreter Request Form to the best of my ability and have reviewed the Interpreter Statement.

Interpreter Request Statement: The procedure for Interpreter Requests will be the same each semester. If you have questions and would like to speak to someone regarding the Accommodation Letter Request form, please contact OAS at 404-727-9877 or email at accessibility@emory.edu.

Note

The university will always do its best to fill interpreting requests; however, it may be impossible to coordinate interpreters for requests made with less than 48 hours advance notice. Additionally, requests made outside of business hours (defined as Monday-Friday from 8 a.m. to 5 p.m.) may take additional time to fill.