



**EMORY**  
UNIVERSITY

**Access, Disability Services  
and Resources**  
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:**

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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 ADSR at 404-727-9877 or email at [adsrstudent@emory.edu](mailto:adsrstudent@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 during non-business hours (defined as Monday-Friday from 8 a.m. to 5 p.m.) may take additional time to fill.