

Trusted Credential Evaluations

Having a WES credential evaluation can give you an advantage over other students. The WES Report demonstrates how your education compares with U.S. studies and shows your commitment to backing up your application with the facts.

WES has the world's largest database of institutions, courses and degrees, so providing a WES evaluation enables U.S. academic institutions, licensing boards and employers to review your application faster.

You can submit your application with the confidence that your qualifications will be recognized and understood. Submitting a WES evaluation can help you make sure that your application receives a fair review based on an accurate assessment of your prior education.

INTERNATIONAL EDUCATION INTELLIGENCE

WES evaluations compare your credentials from any country in the world to those issued in the U.S. WES evaluations are widely accepted and the most trusted and requested brand of report, so you have come to the right source.

Need a quick idea of how your degrees are viewed in the U.S.?
Go to <wes.org/preview>

Need a U.S. GPA?
Go to <wes.org/igpa>

WES is dedicated to providing credential evaluations that are fair and accurate.

INTERNATIONAL EDUCATION INTELLIGENCE



World Education Services

WORLD EDUCATION SERVICES, INC.

P.O. Box 5087 • Bowling Green Station
New York, NY 10274-5087
Online: wes.org/contact
wes.org/apply

About WES



World Education Services (WES) is the leading source of international education intelligence. WES is a not for profit organization with over thirty-five years experience evaluating international credentials.

WES provides more than 50,000 evaluations each year that are accepted by thousands of academic institutions, employers, licensing and certification boards and government agencies in the U.S. and Canada.

Our robust and comprehensive credential evaluation database, is a powerful source of information about education systems and evaluation methodology around the world.

New York • Chicago • Washington, D.C. • San Francisco • Toronto

Application for

International Academic Credential Evaluation



World Education Services

Save
\$30

Apply online
wes.org/apply

WES Offers...

- **Online Application** at <wes.org/apply>
- **Online Tracking and File Status** at <wes.org/appstatus>
- **Electronic delivery** of documents and reports, direct to academic institutions, licensing boards and employers
- **One Evaluation – Many Uses**
The same WES evaluation can be used for education, licensing, employment or immigration
- **Comprehensive Reports**
Reports always include all of your academic credentials for one low fee
- **Fast Service**
Reports are ready in just 7 business days, once we receive your application, all required documents and fees

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\$30

Apply online
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\$30

Apply online **wes.org/apply**

Services and Fees

WES evaluations are completed within seven business days from the day an application, all required documents and fees are received. Paper application fees must be paid in U.S. dollars by check/money order or wire transfer. Payments from outside the U.S. must be drawn on a bank located in the U.S. To pay by credit card apply online at <wes.org/apply>.

Comprehensive Course-by-Course Report - \$190 (\$160 online) (per application, regardless of the number of documents)
This comprehensive evaluation report is designed for, and preferred by, academic institutions and licensing boards. It identifies each credential and gives its U.S. equivalent. In addition, it provides a breakdown of all post-secondary study in terms of U.S. semester credits, grade equivalents, a grade point average (GPA) calculated on a 4.0 scale, and designates the level of undergraduate courses.

Document-by-Document Report - \$130 (\$100 online) (per application, regardless of the number of documents)
This report identifies each credential and gives its U.S. equivalent. It is generally used for employment and immigration purposes.

Rush Services & Fees

Evaluations are completed within seven (7) business days unless rush service is specified.

For faster service, WES offers the following options:

- Same-Day — The evaluation is completed and mailed within the same business day. \$195 (in addition to evaluation fee)
- Three-Day — The evaluation is completed and mailed within three (3) business days. \$100 (in addition to evaluation fee)

Delivery Methods & Fees

You must select a delivery method for each recipient.

- Standard Delivery U.S. Postal Service @ \$7 per address
- Basic Delivery(3-5 days) (U.S. only) @ \$12 per address
- Overnight Delivery U.S. @ \$30 per address, Canada @ \$60
- 2nd Day Air (U.S. only) @ \$20 per address.
- International Express International courier service @ \$60 per address.
- Fax WES will send an unofficial fax evaluation report (U.S./Canada) for a fee of \$5 per recipient.

Additional Reports

The standard evaluation fee includes your official copy. Additional fees apply for duplicate reports and shipping and handling. For ICAP customers – duplicate reports are \$30 each. For Basic Customers – duplicate reports ordered at the time of application are \$30 each. When a report is ordered after completion of the evaluation, the fee is \$ 50 for the first report and \$30 for each duplicate report.

- Sealed Envelope Service — Recipients generally require that the official evaluation report be sent to them directly by WES. If you are ordering additional reports that you plan to submit for official purposes at a later date, we advise that you request our Sealed-Envelope Service. WES will send reports to you in specially marked and sealed envelopes that most recipients will accept as official. The fee for this service is \$5 per sealed envelope.

Fees are subject to change. Fees are not refundable once an application is submitted.

How to Submit Documents

WES adheres to rigorous documentation and evaluation procedures to prepare evaluations that are accurate and recognized in the United States.

The documents that WES requires are specific to each country of education. **To ensure that your evaluation is prepared without delay, please follow the instructions for your country of education as provided at: <wes.org/required>.** WES does not accept any personal copies of documents. If personal copies are submitted, they will not be returned.

Translations into English: If the academic institution that you attended does not issue documents in English, you must submit precise word-for-word translations of all your credentials. To have your documents translated, you may contact **University Language Services (ULS)** at <www.alsintl.com/university.htm> or call them at 800-419-4601. (Outside the U.S., call 001-212-766-4111) This information is provided for your convenience only. All arrangements must be made directly with ULS or the translator of your choice.

WES Procedures & Policies

WES evaluates only formal educational credentials issued by recognized or accredited institutions. WES reserves the right not to accept an application for evaluation.

WES reserves the right to verify any documents, regardless of the manner in which they are received. WES verifies the authenticity of educational credentials and will not issue an evaluation report until we are satisfied that all necessary credentials have been received. Furthermore, WES does not issue partial evaluation reports. All documents listed on an application must be received prior to the issuance of a report. In addition, all documents received by WES become our property and are not released to the applicant.

Request for Additional Information or Documents – If upon initial review of an application and documents, WES determines that additional documents and/or information is required, a request for the missing information is issued and the file is placed on hold until all the necessary material has been received to the satisfaction of WES.

Re-Evaluations – Requests for re-evaluation based on documents that were not submitted with the initial application constitute a new evaluation and a second payment of the basic fee is required. To change a previously completed document-by-document evaluation to a course-by-course report requires an additional payment of \$100.

From Course-by-Course to Document-by-Document – If WES determines that a course-by-course evaluation cannot be prepared, a document-by-document evaluation will be issued along with a refund of the difference in fees.

Document Verification Fees – Academic institutions in certain countries require the payment of a fee in order to verify educational credentials. When an institution requests such a payment, WES passes the request to the applicant who must pay the fee directly to the institution.

Fraudulent Documents – When any document submitted with an application for evaluation is found to have been altered, tampered with or forged, WES cancels the application and retains all the documents. Fees are not refunded. WES will notify all recipients indicated on the application form as well as other appropriate authorities.

Electronic Delivery – Many institutions and boards receive WES reports electronically, and in some cases this may be the only method of delivery. In such cases, standard delivery fee still applies.

Fees are not refundable once an application is submitted. Returned checks are subject to an additional fee of \$30.

NOTE: All fees subject to change.

**Best
Option**

WES ICAP

International Credential Advantage Package

Send your verified transcripts and the WES evaluation report to educational institutions. Learn more at <wes.org/students/icap>

For Further Information

For more information and assistance visit <wes.org>
Online <wes.org/contact>

Submitting Applications and Credentials

**Save
\$30**

Online Go to <wes.org/apply>
Applying online is fast and convenient.



By Mail

World Education Services
P.O. Box 5087, Bowling Green Station
New York, NY 10274-5087



By Express Courier

World Education Services
64 Beaver St, #146
New York, NY 10004

Save \$30

Apply online wes.org/apply

Personal Information Please print or type.

Name _____ Previous/Maiden Name _____
Last/Family First/Given Middle If appearing on any of your academic credentials.
Mailing Address _____
Number and Street Apt./Flat Number
City State/Province Country Zip/Postal Code
Phone _____ Fax _____ E-mail _____ Preferred Method of Contact: Mail E-mail
Date of Birth: (Month/Day/Year) _____ Sex: Male Female Social Security Number _____

Have you ever submitted an application to WES? Yes No If yes, provide WES Ref.# _____

How did you hear about, or who referred you to WES? _____

List all educational institutions attended, beginning with secondary school and including the one you are currently attending.

Name of Institution	Country	Dates of Attendance (From - To)	Name of Diploma/Certificate (in original language)	Year of Graduation
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____

I have read the documentation requirements for my country of education at wes.org/required and agree to submit my credentials as instructed. _____ (please initial)

Primary Purpose of Evaluation (choose one)

Education Employment Immigration Professional Licensing/Certification: Field _____ State _____

Services and Fees Please first read pages 1 and 2 of this application.

Evaluation Fees (Required: choose one) Basic evaluation fee includes \$30 for paper processing.

Document-by-Document (\$130) Comprehensive Course-by-Course (\$190) CPA Board Evaluation (\$290)
 ICAP Document-by-Document (\$175) ICAP Comprehensive Course-by-Course (\$235) \$ _____

Rush Services (optional) Same-day (add \$195) Three-day (add \$100) \$ _____

Evaluation Report Delivery One official report will be sent to you at the address you have indicated above at no charge. Select a delivery method for shipment to your address.

Delivery Method (Required; Choose One)

Standard Delivery (\$7) Overnight (U.S.) (\$30) 2nd Day Air (U.S. Only) (\$20) Int'l Express/Canada (add \$60) Fax (U.S. or Canada only) (add \$5) \$ _____

Additional Reports Sent To You (optional) (\$30 each)

Number requested _____ x \$30 \$ _____
 Sealed Envelope Service (optional \$5 per envelope) Number requested _____ x \$5 \$ _____

Send Evaluation Reports To (See page 1 for details.)

If you want a copy of the report sent to an academic institution, employer, or licensing board, please indicate their exact name(s) and address(es) below. Attach additional sheets if there are more than 2 addresses. Additional reports may be ordered for \$30/report. Number requested _____ x \$30 \$ _____

1. _____

City State Zip

2. _____

City State Zip

Delivery Method For This Recipient (required: choose one)

Standard Delivery (\$7) 2nd Day Air (U.S. Only) (\$20)
 Overnight (U.S.) (\$30) Int'l Express/Canada (\$60)

Delivery Method For This Recipient (Required; Choose One)

Standard Delivery (\$7) 2nd Day Air (U.S. Only) (\$20)
 Overnight (U.S.) (\$30) Int'l Express/Canada (\$60) \$ _____

Payment Options

Paper application fees must be paid in U.S. dollars by check/money order or wire transfer. Payments from outside the U.S. must be drawn on a bank located in the U.S.

Total Amount \$

Check / Money Order / Cashier's Check (Please make check payable to World Education Services and attach payment to the application.)
 Wire Transfer (Please see attached instructions)

I certify that: All of the information provided in the application is correct. I have read the documentation requirements for my country of education at www.wes.org/required and agree to submit my credentials as instructed. I have read all the instructions and policies provided on pages 1 and 2 of this application and agree to the terms stated. I understand that the report is advisory and not binding upon any agency or institution that uses it. I understand that fees are not refundable once an application is submitted. Finally, I release World Education Services from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.

Name (printed) _____ Signature _____ Date _____



World Education Services

How to Pay by Wire Transfer

To pay fees by wire transfer please remit payment in U.S. dollars to:

**JP Morgan Chase Bank
1166 Avenue of the America's, 20th Floor
New York, NY 10036 USA**

**Account Name: World Education Services, Inc.
Account Number: 744-502710265
ABA Routing Number: 021-000021
Swift Code: CHASUS33**

Please include the following:

- First and last (family) name of the applicant**
- WES reference number (if available)**
- Supplemental US \$35 wire transfer fee**

Please add the US\$ 35 to the total amount owed. If the fee is not included, your account balance will not be settled in full which may delay the processing of your application.



Request for Academic Records

Note to Applicant: It is the responsibility of individual applicants to have their academic records forwarded to WES. Please complete the top part of this form and submit it to the registrar/controller of examinations/or other authorized official at the academic institution where you obtained your credential(s). Print additional copies of this form if necessary. *Please note that some institutions may charge a fee for this service.*

		WES Ref # (if applicable)	
Last/Family Name		First/Given Name	
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy)	E-mail	
Institution Name		Dates Attended From _____ To _____ (mm/yyyy) (mm/yyyy)	
Degree Name (if applicable)	Year of Award (if applicable)	Major	
Student ID or Roll Number at sending institution (if applicable)			

I hereby authorize the release of my academic records to World Education Services.

Applicant's Signature: _____ Date: _____

Note to Authorized Official: The above-named person seeks to have his/her credentials evaluated and requests that a transcript of his/her academic records/statement of marks - showing all subjects completed and all grades/marks awarded for all years of study - be released to World Education Services. Please complete this form, place the form and academic record in an envelope, sign and seal the envelope across the back flap, and send it directly to World Education Services at one of the addresses below.

Name of Official Completing Form (Please type or print)		Title	
Address			
City	Country	Postal Code	
Telephone		Fax	
Email		URL www.	

Confirmation: I confirm that the student named above attended _____ Institution Name

Dates of attendance from _____ month/yr to _____ month/yr

Degree obtained (if applicable) _____ Degree Name Date Awarded (month/yr)

Authorized signature and SEAL _____ Date _____

Yes, the applicant's academic transcript/statement of marks is attached to this form.

By Postal Mail:

World Education Services
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
USA

By Express Courier:

World Education Services
64 Beaver St. #146
New York, NY 10004
USA

(PLEASE RETURN THIS FORM TOGETHER WITH THE OFFICIAL ACADEMIC RECORDS/STATEMENT OF MARKS.)