

Who uses WES services?

Each year, approximately 250,000 people immigrate to Canada, and most of them arrive with degrees, diplomas, and/or certificates earned abroad at the post-secondary level. They play an important role in contributing to our increasingly knowledge-based economy by bringing needed skills, qualifications, and experience to our country.

Employers can access this important labour pool by using academic credential evaluation as a tool to compare their candidates' level of education to Canadian levels.

Immigrants are better able to look for employment in the occupation best suited to their skills, and gain credit for their education when applying to post secondary institutions.

Occupational regulatory bodies can use WES to help them more accurately determine the academic eligibility of internationally trained professionals applying to become licensed or certified.

Academic institutions can use these evaluations as an aid to determine whether an individual has the appropriate scholastic background to enter a specific program, as well as to facilitate transfer of credits.

All of us benefit from the availability of a credible and reliable service which fairly evaluates an individual's academic background and provides a clear comparison in terms of Canadian programs.

For more information visit our website:
www.wes.org/ca



About WES?

WORLD EDUCATION SERVICES is a not-for-profit organization dedicated to providing accurate and reliable evaluations of international academic credentials.

Our mission is to facilitate the integration of internationally trained individuals into the employment and education environment of their host country.

WES has been operating in North America since 1974, and is recognized widely for the quality of its evaluations. We are the largest and one of the oldest of such services. WES produces over 50,000 evaluations annually. Our work is based on thorough and ongoing research, and uses continually updated information on education systems around the world.

WES is a member of the Alliance of Credential Evaluation Services of Canada (ACESC).



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www.wes.org/ca

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World Education Services

Save Time!
Apply Online at
www.wes.org/ca

APPLICATION FOR ACADEMIC CREDENTIAL EVALUATION

 Ontario

*WES is recognized,
and funded in part,
by the Government of
Ontario*



INTERNATIONAL EDUCATION INTELLIGENCE



www.wes.org/ca

Explanation of Services

The following is a description of the basic types of evaluations prepared by WES. If you do not know the type of evaluation report that is required, please contact the institution, agency, or employer to which you will submit the evaluation report and check the type of WES evaluation that they will accept. If they require a customized evaluation, please contact WES.

The information below is applicable for Canada and all fees are in Canadian dollars. GST is included in all fees.

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

■ EVALUATION SERVICES & FEES

The evaluation is completed and mailed within seven (7) business days from the day an application, all required documents, and fees are received by WES. Fees must be paid in Canadian dollars. Payments from outside Canada must be drawn on a bank located in Canada, paid by credit card, or with an international money order.

Document-by-Document Report (Basic) \$115 (per application) for all your formal academic degrees and diplomas. Generally used for employment, immigration, and education where transfer of credit is not required. The evaluation report identifies each diploma or certificate, and gives its Canadian equivalent.

Course-by-Course Report (Detailed) \$200 (per application) for all your formal academic degrees and diplomas. Generally used for education, transfer of credit, and occupational regulatory bodies. The report contains the same information as the document-by-document report and, in addition, it provides a breakdown of all post-secondary study in terms of Canadian credits, grade equivalents, and grade point average (GPA).

Upgrading from Document-by-Document to Course-by-Course Report \$150 (per application) for all your formal academic degrees and diplomas.

■ RUSH SERVICES & FEES

Once all required documents are received, evaluations are completed and mailed within seven (7) business days unless rush service is specified. The following options are available:

Same-Day — The evaluation is completed and mailed within the same business day. **\$200 (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 OPTIONS

Evaluations are sent by regular mail unless overnight courier service or registered mail is specified.

Express Delivery — Overnight courier service may be requested for an additional fee of **\$25.00** within Canada (**\$75.00 for U.S.A. and International**) for each address.

Registered Mail — Registered Mail (Canada only) is available for an additional fee of **\$20.00** for each address.

■ ADDITIONAL REPORTS

Our services include sending one official copy of your evaluation report to you, and one to the institution of your choice. Additional reports requested at the time of the initial application are \$25.00 per report. For reports requested after the evaluation has been completed, the fee is \$40.00 for the first report and \$25.00 for each additional report. Additional reports are completed within 24 hours.

Sealed envelope - if you are ordering additional reports that you plan to submit to an institution at a later date, we advise that you request our sealed - envelope service for \$10.00

■ WES APPLICATION CHECKLIST

- Please check our website for required documents for your country of education
- Photocopies of English or French translations

- Payment by cheque/money order or credit card (No cash)
- When you are submitting photocopies, please make them on letter, A4, or legal size paper. Please do not staple, bind or paste your documents, instead attach them together with paper clips.

Dear Applicant:

Thank you for selecting WES, the largest credential evaluation service in North America.

WES provides outstanding service and unequalled value for your money.

- WES standard service is fast — your report is ready in just **7 business days** after we receive the required documentation.
- Convenient Online application:
www.wes.org/ca/application
- Check the status of your report online
- For one fee, WES evaluates all your formal academic degrees or diplomas issued by educational institutions.
- An evaluation can be used for employment, continuing education, licensing, apprenticeship training, and immigration purposes.
- Because WES authenticates all documents, our reports are the most trusted and recognized.
- At no extra charge, a second original copy of the report is sent directly to an institution of your choice.
- Course-by-course reports are preferred by educational institutions and licensing bodies.
- **WES is recognized, and funded in part, by the Government of Ontario.**

Please visit our website at **www.wes.org/ca** to learn more about **WES** evaluations and for detailed instructions, including the documents required for your country of education. If you have additional questions, please send us an e-mail at **canada@wes.org**

Please read the following very carefully because WES adheres to strict standards in accepting educational documents.



How To Submit Documents

As an applicant, you are required to submit your documents according to your country of education. To ensure that your documents are received at WES without delay, please read and follow the **Required Documents** instructions for your country of education as described at: <www.wes.org/ca/required>.

Please **do not submit original documents** unless this is specifically requested by WES.

Translations: if the academic institution that you have attended does not issue documents in English or French, you must submit precise word-for-word translations of all your credentials. WES accepts documents either in French or English. WES and COSTI Language Bureau offers a joint online application for both translation and evaluation services, visit www.wes.org/apply/wescosti.asp

Procedures and Policies

WES evaluates only formal educational credentials and reserves the right not to accept an application for evaluation.

WES verifies the authenticity of educational credentials and reserves the right to request that original documents be sent directly from the education institution to WES. WES accepts documents only after we are satisfied that we have received and/or verified them as appropriate. Please read the **Required Documents** section of our website <www.wes.org/ca/required> to make sure you understand what documents WES requires and the correct way to submit them.

For Course-by-Course and certain Document-by-Document reports, WES requires that applicants have their transcripts/mark sheets sent to WES directly from the institution that they attended. For certain countries, there may be other options to this procedure. To eliminate delays in receiving your evaluation report, WES encourages you to follow country specific instructions of the "Required Documents" section of our website.

Request for additional information or documents – If, upon review of an application and documents, WES determines that additional documents and/or information is required, a request for missing information will be sent to you. In the meantime, your file will be placed on hold until WES receives all necessary material to our satisfaction.

Re-Evaluation – A request for a re-evaluation based on documents that were not submitted with the initial application constitutes a new evaluation and a second payment of the basic fee is required.

Upgrade from Document-by-Document to a Course-by-Course evaluation report requires an additional payment of \$150.00

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 Re-Verification Fees – When an applicant request documents to be sent to WES (as indicated at <www.wes.org/ca/required>), any request fees are always the responsibility of the applicant. This remains the case even when WES asks institutions to verify a document. If academic institutions require the payment of a fee in order to verify educational credentials, it is the applicant who must pay the fee directly to the institution.

Fraudulent Documents – When documents submitted with an application for evaluation are 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.

Apply Online

Applying online is fast and convenient: www.wes.org/ca/application

Online Status

Track the status of your application at www.wes.org/ca/appstatus

Where To Submit Applications and Academic Credentials



By Mail and Courier

World Education Services
45 Charles Street East, Suite 700
Toronto, Ontario
M4Y 1S2
Canada



By Fax

416-972-9004



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CUT / TEAR OFF AND KEEP

