

WORLD EDUCATION SERVICES, INC.



www.wes.org

FACSIMILE APPLICATION FOR EVALUATION OF FOREIGN EDUCATIONAL CREDENTIALS

New York: 800-937-3895 • Chicago: 800-937-3898 • Miami: 800-937-3899 • Washington, D.C.: 800-937-3897 • San Francisco: 800-414-0147

TO: WORLD EDUCATION SERVICES		Date
<input type="checkbox"/> NEW YORK:	Fax: 212-739-6100	# of Pages
<input type="checkbox"/> CHICAGO:	Fax: 312-222-1217	
<input type="checkbox"/> MIAMI:	Fax: 305-358-4411	Sender
<input type="checkbox"/> WASHINGTON, DC:	Fax: 202-331-2927	
<input type="checkbox"/> SAN FRANCISCO:	Fax: 415-677-9333	

Please read the instructions on the reverse side prior to filling out this form.

FEE PER APPLICATION (Check appropriate box)

- Document-by-Document \$ 80.00
- Course-by-Course \$125.00
- Extra Copy \$ 10.00 (each)

HARD COPY TO FOLLOW BY MAIL YES NO
(see reverse for addresses)

ADDITIONAL SERVICES (Check appropriate boxes)

- Same Day Service Add \$195.00
- 3-Day Service Add \$100.00
- Overnight Courier:
 - Domestic Add \$ 15.00
 - International Add \$ 50.00
- Priority Mail Add \$ 5.00

FIRM INFORMATION

Firm Name _____

Address _____

City _____ State _____ Zip _____

Tel () _____ Fax () _____

Attn: _____

TOTAL AMOUNT: \$ _____
(add the amounts for all items checked above)

Invoice Requested (WES Federal I.D. #23-7396384)

CLIENT INFORMATION (Attach resume if available)

Name _____
(Last/Family) (First)

Firm Reference # (if applicable) _____ Male Female Date of Birth _____
(Month/Day/Year)

Institution	Country	Major/Field of Study	Name of Diploma/ Certificate Earned in original language	Year of Graduation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify that: All of the information provided in the application is correct. I have read the instructions and conditions provided with this application and agree to the terms stated therein; the report is advisory and not binding upon any agency or institution that uses it. 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.

Filled out by / Name Signature Date

World Education Services Evaluates only Foreign Academic Credentials

<i>New York:</i>	<i>Chicago:</i>	<i>Miami:</i>	<i>Washington, D.C.:</i>	<i>San Francisco:</i>
P.O. Box 745 Old Chelsea Station New York, NY 10113-0745	P.O. Box 11623 Chicago, IL 60611-0623	P.O. Box 01-5060 Miami, FL 33101-5060	P.O. Box 57206 Washington, D.C. 20037-7206	P.O. Box 26879 San Francisco, CA 94126-6879
Courier: 568 Broadway, #301 New York, NY 10012	Courier: 500 N. Dearborn St., 2nd Fl. Chicago, IL 60610	Courier: 1031 Ives Dairy Road, Suite 228 Miami, FL 33179	Courier: 1101 Pennsylvania Ave., Suite 633 Washington, D.C. 20004	Courier: 50 California St., #1500 San Francisco, CA 94111
Tel: 212-966-6311 Ext 2 Fax: 212-739-6100 Toll Free: 800-937-3895	Tel: 312-222-0882 Fax: 312-222-1217 Toll Free: 800-937-3898	Tel: 305-358-6688 Fax: 305-358-4411 Toll Free: 800-937-3899	Tel: 202-331-2925 Fax: 202-331-2927 Toll Free: 800-937-3897	Tel: 415-677-9378 Fax: 415-677-9333 Toll Free: 800-414-0147
E-mail: info@wes.org	E-mail: midwest@wes.org	E-mail: south@wes.org	E-mail: dc@wes.org	E-mail: sf@wes.org

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Explanation of Services Please call WES at the location nearest you for further information and assistance.

BASIC SERVICES & FEES:

The processing time for Basic Service Reports is **ten (10) working days** from the day all required fees, information and documents are received by WES, unless special research is required. The completed evaluation is sent by fax and by mail.

Document-by-Document Report — \$80.00 per application. This report identifies and describes each diploma or certificate, indicates periods of education and provides an equivalent for each document. Suggested for Employment and Immigration.

Course-by-Course Report — \$125.00 per application. This report provides the same information as the document-by-document report supplemented by a breakdown of credits and grades for all post-secondary study. Suggested for Professional Licensing/Certification.

RUSH SERVICES & FEES:

Same-Day Service — \$195.00 in addition to the Basic Fee. Turnaround time is within the same business day of receipt of application and all necessary documents. The completed evaluation is sent by fax and overnight courier.

Three-Day Service — \$100.00 in addition to the Basic Fee. Turnaround time is three (3) working days from receipt of application and all necessary documents. The completed evaluation is sent by fax and mail.

MAIL OPTIONS:

Evaluation Delivery — Overnight courier service may be requested for an additional fee of \$15.00 (domestic) and \$50.00 (international).

PAYMENTS AND INVOICES

Payment is due upon receipt of invoice. Where a purchase order is required, one must be submitted with the application.

Procedures and Policies

Required Documentation:

Clear and legible photocopies of all final diplomas and/or certificates. Precise, word-for-word English translations of all foreign language documents.

Requests for Additional Documentation After Initial Review of Documents:

In the case of incomplete documentation or when additional information is required, a document request will be issued. World Education Services reserves the right to request original documents and to have official records sent directly to our office by the issuing institution. An evaluation report will be prepared only after all requested information has been received to the satisfaction of World Education Services.

Verifications: World Education Services reserves the right to verify documents with issuing institutions.

Re-evaluations: Re-evaluations based on documents not submitted with the original report are considered to be new evaluations, and a second payment of the basic fee is required.

Reassessments of Educational Equivalencies: Evaluations are based upon the best information and resources currently available to professional evaluators in the U.S. World Education Services reserves the right to reassess educational equivalencies as additional information becomes available.

Forged and Altered Documents: When it has been determined that any document submitted has been forged or altered in any way, the application will be cancelled and no evaluation will be prepared. The documents become the property of World Education Services. All recipients indicated on the application form and other appropriate authorities will be notified.

Refunds: No refunds will be issued once an application has been submitted.