



## Register for *AccessWES*®

### Secure Online Delivery of Evaluation Reports and Authenticated International Credentials

In keeping with its commitment to provide the fastest and most reliable international credential evaluation services, WES offers institutions *AccessWES*; a secure, online system for delivery of evaluation reports and authenticated international credentials.

Your institution receives a complete, authenticated international credential package from WES to help streamline your international enrollment processing. The service is free of charge, and requires no special software.

You may elect to establish a single institutional *AccessWES* account or to create separate accounts for specific divisions or offices (e.g. undergraduate admissions, graduate school, School of Education, etc.) within your institution. Feel free to contact us at [access@wes.org](mailto:access@wes.org) to discuss the options that would best suit your needs.

Please note the following elements:

#### Eligibility:

In order to become an *AccessWES* registered user, U.S. institutions must be accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the U.S. Department of Education. Institutions outside the U.S. must be recognized by the appropriate educational authorities in the countries where they are located. WES reserves the right not to accept an application for registration for *AccessWES*.

#### Administrative Contact:

An *AccessWES* administrative contact must be designated by the institution. This person will be able to select and manage all institutional service preferences.

#### Service Preferences:

The administrative contact can manage the following options and preferences

- Adding users who may view and /or download WES reports
- “Go paper-less” – discontinue postal delivery of “hard-copy” WES reports

#### Institutional Authorization:

The Form must be signed by an institutional official with the appropriate authority to request this service.

Once WES receives your *AccessWES* registration form, one of our Academic Services representatives will contact you to verify our instructions, answer your questions, and complete the registration process.

To register for *AccessWES*, simply submit the attached registration form.





World Education Services

***Institutional Registration Form for AccessWES<sup>®</sup>***  
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**Service Preferences:** (Please select your initial preferences)

a. WES Report Delivery:    \_\_\_\_\_ Paper and Electronic Reports  
                                  \_\_\_\_\_ Electronic Reports *only*

b. E-mail Notifications: Provide an e-mail address in the space provided if you wish to be notified when WES receives requests for evaluations to be sent to your institution and when WES has completed the evaluations and they are ready for you to review and retrieve on-line.

E-mail address for notifications: \_\_\_\_\_

c. Enhanced Security: The WES online evaluation site ensures security through its use of password-protected access and 128-bit “Secure Socket Layers” (SSL) encryption. At your request, WES can provide additional security options.

**Institutional Authorizing Official:**

*I certify that I am authorized to register the institution noted above for the AccessWES electronic credential evaluation delivery service.*

Name (print) \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

(date)

**FAX to:**           212-739-6151

**Mail to:**           World Education Services  
***AccessWES Registration***  
P.O. Box 5087  
Bowling Green Station  
New York, NY 10004-5087

**Questions:**  
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