

World Education Services Evaluates only Foreign Academic Credentials

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Explanation of Services Please call WES at the number or e-mail above for further information and assistance.

BASIC SERVICES & FEES:

The processing time for Basic Service Reports is **seven (7) 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 — \$100.00 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 — \$160.00 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 \$30.00 (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.