



## OVERVIEW OF FACULTY CREDENTIAL EVALUATION PROCESS

This outline summarizes the process of working with World Education Services (WES) for obtaining credential verification and evaluation reports for your internationally-educated faculty.

**Report Uses:** Institutions utilize WES evaluation reports during the faculty hiring process to verify the authenticity of international academic credentials and determine the U.S. equivalency of the international credentials presented by candidates and/or newly hired faculty.

These evaluations are also used to support the accreditation process by demonstrating that internationally-educated faculty hold credentials at the level prescribed by your institution's accrediting body(s).

**Report Types:** WES prepares two report types. WES can assist institutions in determining which report type is appropriate for their needs.

**Document-by-Document (DxD) Evaluation**, which verifies, identifies and describes each diploma or certificate, indicates periods of education and provides a U.S. equivalency for each credential. This report typically suffices if there is no need to indicate or provide conversions of specific course work. See "*Documentation Requirements*" section below

**Course-by-Course (CxC) Evaluation.** In addition to providing all of the elements included in the DxD report noted above, the CxC report lists all subjects completed at the post-secondary level, provides a U.S. semester credit and grade equivalent for each course, and provides a U.S. grade point average on a 4.0 scale. This report is typically requested when it is necessary to document and evaluate specific course work and not simply the degree(s) completed. See "*Documentation Requirements*" section below.

**Authorization/Release Forms:** WES provides each institutional contact with a customized application cover sheet to be completed for each faculty evaluation requested. In addition, each faculty member must complete and sign a release form. In those instances where a faculty member has attended more than one international academic institution, a separate release form must be submitted for each institution attended.

**Payment:** A purchase order number should be indicated on each application cover sheet to facilitate invoicing. Please note that any verification fees charged by the international institutions are *not* included in the WES fee and are the responsibility of the institution requesting the WES verification report.

**Submission of applications:** The completed application, release forms and copies of all relevant academic documents should be faxed to the Academic Services Department at WES (212-739-6151).

### Documentation Requirements:

**WES verifies the authenticity of all credentials through the issuing institution or Ministry of Education.**

**Document-by-Document (DxD) reports** – photocopies of degree certificates sent to WES will be verified by WES through direct communication with the issuing institution or ministry.

**Course-by-Course (CxC) reports** – In addition to photocopies submitted to WES with the application form (as above), each candidate should have official transcripts sent directly to WES in the manner and format detailed on the WES web site at [www.wes.org/required](http://www.wes.org/required).

**Getting Started:** A WES evaluation specialist is assigned to work with each institution, and will arrange for an in-depth discussion of the documentation requirements and procedures with institutional staff.

For more information, please contact WES at 212-219-7330 or by e-mail at [faculty@wes.org](mailto:faculty@wes.org)

[www.wes.org/faculty](http://www.wes.org/faculty)