

# Request for Duplicate Evaluation Report

Save Time! Apply Online at  
[www.wes.org/apply/xcopy.asp](http://www.wes.org/apply/xcopy.asp)



WES Reference #: \_\_\_\_\_ Date of Birth: (Month/Day/Year): \_\_\_\_\_

Name: \_\_\_\_\_  
Last/Family First/Given Middle

Address: \_\_\_\_\_  
Street City State Country Zip/Postal Code

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

## PURPOSE FOR DUPLICATE REPORT

Education  Employment  Immigration  Professional Licensing/Certification: Field \_\_\_\_\_ State \_\_\_\_\_

## SEND DUPLICATE REPORTS TO THE FOLLOWING ADDRESS(ES) (REQUIRED): (Attach additional sheets if there are more than 2 addresses.)

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip/Postal Code

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City State Zip/Postal Code

### Delivery method for this address (required; choose one)

- Standard Delivery (\$7)  2<sup>nd</sup> Day Air (U.S. Only) (\$20)  
 Overnight (U.S. Only) (\$30)  International Express (\$60)  
 Fax (U.S./Canada) (\$5) Fax No. \_\_\_\_\_

### Delivery method for this address (required; choose one)

- Standard Delivery (\$7)  2<sup>nd</sup> Day Air (U.S. Only) (\$20)  
 Overnight (U.S. Only) (\$30)  International Express (\$60)  
 Fax (U.S./Canada) (\$5) Fax No. \_\_\_\_\_

## FEES

The Cost for duplicates is \$45.00 for the first report and \$25.00 for each additional report ordered at the same time, plus delivery fees. For reports completed by WES after January 1, 1999, the standard processing time is one (1) business day. For reports completed before that time, the standard processing time is five (5) business days, with Rush Service available.

### Fee Summary:

First Duplicate Report .....	\$ 45.00
Additional Reports \$25.00 X _____ (number of additional copies) .....	\$ _____
Total Delivery Fee (for all addresses) .....	\$ _____
<input type="checkbox"/> Sealed Envelope Service (\$10.00) (optional) .....	\$ _____
<i>Academic institutions generally require that they receive an official WES evaluation report directly from WES. If you are ordering reports that you plan to submit to an institution at a later date, we advise that you request our sealed-envelope service. WES will send the additional reports <u>TO YOU</u> in specially sealed envelopes that most institutions will accept as official.</i>	
<input type="checkbox"/> Same-Day Rush (optional) (for evaluations completed before 1/1/1999 subject to additional requirements) add \$40.00 .....	\$ _____
<b>Total Amount</b>	<b>\$ _____</b>

## PAYMENT OPTIONS

Charge my : (Check one)  Visa  MasterCard  American Express  Discover

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Billing Address (required) : \_\_\_\_\_  
Number and Street Apt./Flat Number

City State/Province Country Zip/Postal Code

Signature of Cardholder (required): \_\_\_\_\_ Date: \_\_\_\_\_

Check/Money Order Enclosed (Payable to World Education Services)

Mail To: World Education Services, Inc. P.O. Box 5087 Bowling Green Station New York, NY 10274-5087  
Fax To: (212) 739-6120