

# Request Duplicate Evaluation Report For Basic Evaluation Customers Only

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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./Canada) (\$30)  International Express (\$60)  
 Basic Delivery (3-5 business days) (U.S. Only) (\$12)  
 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./Canada) (\$30)  International Express (\$60)  
 Basic Delivery (3-5 business days) (U.S. Only) (\$12)  
 Fax (U.S./Canada) (\$5) Fax No. \_\_\_\_\_

## FEES

**The cost** for the first duplicate report is \$50.00 and \$30.00 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 date, the standard processing time is five (5) business days, with Rush Service available

### Fee Summary:

First Duplicate Report .....	<b>\$50.00</b>
Additional Reports \$30.00 X _____ (number of additional copies) .....	\$ _____
Total Delivery Fee (for all addresses listed above).....	\$ _____
<input type="checkbox"/> Sealed Envelope Service (\$5.00 per envelope) (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 <u>at a later date</u>, we advise that you request our sealed-envelope service. WES will send the additional reports <b>TO YOU</b> 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) add \$40.00 .....	\$ _____
<b>Total Amount</b>	<b>\$ _____</b>

### PAYMENT -(Please DO NOT send cash)

Paper application fees must be paid in U.S. dollars by check/money order or cashier's check. Payments from outside the U.S. must be drawn on a bank located in the U.S. To pay by credit card apply online at <<https://www.wes.org/xcopy>>.

- Check/Money Order/Cashier's Check Enclosed** (Payable to World Education Services)

### MAILING ADDRESS

World Education Services, Inc.  
 P.O. Box 5087  
 Bowling Green Station  
 New York, NY 10274-5087