

Document Translation Instructions

For WES to process an application, you must have in your possession originals or copies of at least one of the following documents issued by an institution:

- Diploma or degree certificate
- Transcript, mark sheet, or statement of marks
- Professional licence or certificate
- Other officially issued documents (such as a letter of appointment, membership in a recognized professional association or certification body, a student ID card, etc.)

Documents that are not in English or French must be translated.

You may submit translations from any certified bureau. Please contact your translation provider directly for more information on how to get your documents translated.

Important notes:

- Send the documents you have in your possession for the **highest degree completed**. If you did not complete your studies, include documents for the second-highest level completed.
- Send **degree certificates only**. A transcript, mark sheet, or statement of marks is not needed at this stage unless you are applying for higher education or for licensure.
- We strongly encourage you to submit your documents to WES as soon as possible following the guidelines provided by your referral organization. Translations may be submitted at a later date.

The WES Gateway Program seeks to further the academic and career goals of qualified individuals who, because of adverse circumstances in their country of education, lack standard proof of academic achievement.

Through the Gateway Program, WES can reliably validate and assess the education of individuals displaced by political unrest, conflict, and natural disasters even when verifiable documents are not available. The Gateway Program provides qualified participants with a high-quality credential evaluation report that can be accepted and recognized by employers, higher education institutions, and regulatory bodies throughout Canada.