Translations Request Form (WES Voucher Files Only)

To be completed by referral organization:

_____   _____
Referral Organization   Staff Name

_____   _____
Signature/Initials   Date

Check documents to be translated: ☐ Degree Certificate ☐ Transcript ☐ Other, please specify: _____

To be completed by applicant:

_____   _____
WES reference number   Language(s) of documents to be translated

_____   _____   _____
Last/Family Name (English spelling)   First/Given Name (English spelling)   Date of Birth

_____   _____
Telephone number   Email

_____   _____   _____
Street Address and Apartment/Unit #   City, Province   Postal Code

_____
Documents Attached/Enclosed

For applicants from Afghanistan, Eritrea, Iraq, or Syria:

_____   _____
Father's Name   City and Country of Birth (English spelling)

_____   _____
Date of Birth (if non-European style on the documents)   Educational Institution

Next Steps:

World Education Services (WES) will cover the cost of the translations of your documents upon completion and submission of this form. WES will not pay for the translation of documents that are not needed for your credential evaluation. Your referral organization may have a translation office. If your referral organization does not have one, please contact COSTI at **translation@costi.org**.

1. Complete and sign this form. You must include your **WES reference number**.
2. Contact the translation office to find out the best way to submit your documents for translation. Follow the instructions provided, and be sure to include this form along with any other documents you send to the translation office.
3. Submit only your Diploma/Degree Certificate if you are requesting a Document-by-Document evaluation. A transcript or statement of marks is needed only if you are requesting a Course-by-Course evaluation.
4. Submit your untranslated documents electronically through My Account. Alternatively, you can email copies of your documents to **gatewayUS@wes.org.** Do not wait to receive your translation. Send your untranslated documents to WES. The translation will be added later to your file.

I hereby authorize the release of my academic records and translations to World Education Services.

_____   _____
Applicant's Signature/Initials   **Date**

For translation office use:

Please review the package and send a quote to **gatewayUS@wes.org**. Billing information will be provided upon quote review.