

Thank you for choosing World Education Services (WES) for the evaluation of your international academic credentials. Credential evaluation is the first step in gaining recognition for your academic credentials when you seek education or employment opportunities in the U.S.

Widely Recognized

Academic institutions, licensing and certification boards, employers and government agencies throughout the U.S. and Canada rely on WES evaluations because they are based on valid documents, rigorous analysis, and a systematic evaluation process. When the evaluation is completed, those whom you have designated will receive a clear and comprehensive report that interprets all of your academic qualifications in U.S. educational terms.

Accurate, Comprehensive Reports

WES is dedicated to providing credential evaluations that are fair and accurate. WES evaluations are based on documents that have been checked for validity and accuracy.

WES evaluates all of your formal academic credentials for one low fee. Our reports provide all of the information anyone will need to make fair, well-informed decisions regarding your educational qualifications.

The WES evaluation is a valuable document that you can use to demonstrate your academic qualifications whenever you apply for:

- Education
- Professional licensing or certification
- Employment or promotion
- Immigration



www.wes.org

WORLD EDUCATION SERVICES, INC.

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New York, NY 10274-5087

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About WES

World Education Services (WES), a not-for-profit organization (NGO) founded in 1974, is internationally recognized in the field of international credential evaluation. WES is known for its fast and efficient service. Its up-to-date resources and comprehensive database on educational systems worldwide assure the accuracy and consistency of its reports.

WES provides more than 50,000 evaluations each year that are accepted by thousands of academic institutions, employers, licensing and certification boards and government agencies in the U.S. and Canada. WES is a founding member of The National Association of Credential Evaluation Services (NACES).

NEW YORK • CHICAGO • MIAMI • WASHINGTON, D.C. • SAN FRANCISCO • TORONTO

APPLICATION

for

INTERNATIONAL ACADEMIC CREDENTIAL EVALUATION



**Your Passport
to Education and
Employment**

**Save Time! Apply Online at
www.wes.org**

WES Offers ...

- **Online Application:**
< www.wes.org/application >
- **One Evaluation – Many Uses**
The same WES evaluation can be used for education, licensing, employment or immigration
- **Comprehensive Reports**
Reports always include *all* your academic credentials for one low fee
- **Fast Service**
Reports are ready in just 7 business days, once we receive your application, all required documents and fees
- **Track your application online**
< <https://www.wes.org/appstatus/> >
- **Electronic Delivery** of reports to academic institutions and licensing boards



Visit www.wes.org
for more details



SAVE TIME! Apply online at www.wes.org/application

Definition of Services

Basic Services and Fees

WES evaluations are completed and mailed within seven (7) business days from the day an application, all required documents and fees are received. Fees must be paid in U.S. dollars by check/money order or credit card. Payments from outside the U.S. must be drawn on a bank located in the U.S. or by credit card.

Document-by-Document Report - \$100 (per application, regardless of the number of documents)

This report identifies each credential and gives its U.S. equivalent. It is generally used for employment and immigration purposes.

Comprehensive Course-by-Course Report - \$160 (per application, regardless of the number of documents)

This comprehensive evaluation report is designed for, and preferred by, academic institutions and licensing boards. It identifies each credential and gives its U.S. equivalent. In addition, it provides a breakdown of all post-secondary study in terms of U.S. semester credits, grade equivalents, a grade point average (GPA) calculated on a 4.0 scale, and designates the level of undergraduate courses.

CPA Exam Candidates: Each U.S. State accounting board specifies its minimum credit requirements in accounting and business courses. In order to meet this requirement, WES provides a specific evaluation designed for CPA boards. Be certain to select this option on the application form. The fee for this evaluation is \$200.

Rush Services & Fees

Evaluations are completed and mailed within seven (7) business days unless rush service is specified. For faster service, WES offers:

Same-Day — The evaluation is completed and mailed within the same business day. \$195 (in addition to evaluation fee)

Three-Day — The evaluation is completed and mailed within three (3) business days. \$100 (in addition to evaluation fee)

Delivery Options

Evaluations are completed and mailed within seven (7) business days unless rush service is specified. For faster service, WES offers:

Express Delivery — Overnight courier service (U.S./Canada) may be requested for an additional fee of \$25 per address.

2nd Day Air — (U.S. only) may be requested for an additional fee of \$15 per address.

International Express — International courier service may be requested for an additional fee of \$50 per address.

Fax — WES will send an *unofficial* fax evaluation report to you for a fee of \$5.

Additional Reports

Our basic service includes sending one official copy of your evaluation report to you and, *when requested at the time of application*, one to the recipient of your choice. Additional reports requested at the time of the initial application are \$20 per report. For reports requested after the evaluation has been completed, the fee is \$40 for the first report and \$20 for each additional report.

Sealed Envelope Service — Recipients generally require that the *official evaluation report be sent to them directly by WES*. If you are ordering additional reports that you plan to submit for official purposes at a later date, we advise that you request our Sealed-Envelope Service. WES will send all additional reports *going to you* in specially marked and sealed envelopes that most recipients will accept as official. The fee for this service is \$7, regardless of the number of reports ordered.

Fees are subject to change. Fees are not refundable once an application is submitted.

To apply, go to www.wes.org or use the application inside

How to Submit Documents



www.wes.org

WES adheres to rigorous documentation and evaluation procedures to prepare evaluations that are accurate and recognized in the United States.

The documents that WES requires are specific to each country of education. To ensure that your evaluation is prepared without delay, please follow the instructions for your country of education as provided at: <www.wes.org/required>.

We recommend that you use the attached International Transcript Request Form to facilitate your document request(s).

Translations into English: If the academic institution that you attended does not issue documents in English, you must submit precise word-for-word translations of all your credentials. To have your documents translated, you may contact University Language Services (ULS) at <<http://www.alsintl.com/university.htm>> or call them at 800-419-4601. (Outside the U.S., call 001-212-766-4111) This information is provided for your convenience only. All arrangements must be made directly with ULS or the translator of your choice.

Procedures & Policies

WES evaluates only formal educational credentials and reserves the right not to accept an application for evaluation.

WES verifies the authenticity of educational credentials and reserves the right to request original documents. WES prepares evaluations only after it is satisfied that it has received and/or verified all the necessary documents.

Request for Additional Information or Documents – If upon initial review of an application and documents WES determines that additional documents and/or information is required, a request for the missing information is issued and the file is placed on hold until all the necessary material has been received to the satisfaction of WES.

Re-Evaluations – Requests for re-evaluation based on documents that were *not* submitted with the initial application constitute a new evaluation and a second payment of the basic fee is required. To change a previously completed document-by-document evaluation to a course-by-course report requires an additional payment of \$100.

From Course-by-Course to Document-by-Documents – If WES determines that a course-by-course evaluation cannot be prepared, a document-by-document evaluation will be issued along with a refund of the difference in fees.

Document Verification Fees – Academic institutions in certain countries require the payment of a fee in order to verify educational credentials. When an institution requests such a payment, WES passes the request to the applicant who must pay the fee *directly* to the institution.

Fraudulent Documents – When any document submitted with an application for evaluation is found to have been altered, tampered with or forged, WES cancels the application and retains all the documents. Fees are not refunded. WES will notify all recipients indicated on the application form as well as other appropriate authorities.

Fees are not refundable once an application is submitted. Returned checks are subject to an additional fee of \$30.

Apply Online

WES now offers an online application. Applying online is fast and convenient.

www.wes.org/application

Where to Submit Applications and Academic Credentials

By Mail



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

By Express Courier



World Education Services
64 Beaver St. #146
New York, NY 10004

By Fax



212-739-6120

For Further Information

For information and assistance, please visit www.wes.org, e-mail us at <info@wes.org> or call one of our offices:

New York
212-966-6311

Chicago
312-222-0882

Miami
305-358-6688

Washington, DC
202-331-2925

San Francisco
415-677-9378

Track your application online at <https://www.wes.org/appstatus/>



Service Options Please first read pages 1 and 2 of this application.

Primary Purpose of Evaluation

Education Employment Immigration Professional Licensing/Certification: Field _____ State _____

Basic Evaluation Fees — Choose one. See page 1 for details.

Document-by-Document (\$100) Comprehensive Course-by-Course (\$160) CPA Board Evaluation (\$200)

Rush Services — Optional Same-day (add \$195) Three-day (add \$100)

Additional Reports (\$20 each) Number requested _____ x \$20 = \$ _____

Sealed Envelope Option: Additional reports ordered above sent in sealed envelope(s) (add \$7)

Delivery Options

Evaluation report sent to me: Overnight (U.S./Canada) (add \$25) 2nd Day Air (U.S. Only) (add \$15) International Express (add \$50) Fax (add \$5)

Other reports sent: Overnight (U.S./Canada) (add \$25) 2nd Day Air (U.S. Only) (add \$15) International Express (add \$50)

TOTAL AMOUNT — Add the amounts for all items checked above. \$ _____

Payment Options

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

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

Credit Card Number _____ Exp. Date _____

Signature of Cardholder (required) _____

Cardholder Name and Billing Address (if different than applicant) _____

Personal information Please print or type.

Name _____ Previous/Maiden Name _____
Last/Family First/Given Middle If appearing on any of your academic credentials.

Mailing Address _____
Number and Street Apt./Flat Number

City State/Province Country Zip/Postal Code

Phone _____ Fax _____ E-mail _____

Preferred Method of Contact: Mail Fax E-mail

Date of Birth (Month/Day/Year) _____ Male Female Social Security Number _____

Have you ever submitted an application to WES? Yes No If yes, provide WES Ref.# _____

How did you hear about, or who referred you to WES? _____

List all educational institutions attended, beginning with secondary school and including the one you are currently attending.

Name of Institution	Country	Dates of Attendance		Name of Diploma/Certificate (in original language)	Year of Graduation
		From	To		
a. _____	_____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____	_____

I have read the documentation requirements for my country of education at <www.wes.org/required> and agree to submit my credentials as instructed.

Send An Evaluation Report To

If you want a copy of the report sent to an academic institution, employer, or licensing board, please indicate their exact name(s) and address(es) below. Attach additional sheet if there are more than 2 addresses. The first report is free of charge if ordered with this application. (See page 1 for details.)

1. _____ 2. _____

City State Zip City State Zip

I certify that: All of the information provided in the application is correct; I have read all the instructions and policies provided on pages 1 and 2 of this application and agree to the terms stated therein; I understand that the report is advisory and not binding upon any agency or institution that uses it. I understand that fees are not refundable once an application is submitted. Finally, I release World Education Services from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.



World Education Services

International Transcript/Academic Record Request and Release Authorization Form

Note to Applicant: Please complete the top part of this form and send it to the registrar/ controller of examinations/ or other official at the institution that you attended. Print additional copies of this form if necessary. *Please note that some institutions may charge a fee for this service.*

WES Ref # (if applicable):

Last / Family Name:		First / Given Name:	
Previous Name (If any):		Date of Birth (dd/mm/yyyy):	
Institution Name:		Dates Attended: From _____ To _____ (mm/yyyy) (mm/yyyy)	
Degree Name: (if applicable)	Year of Award: (if applicable)	Major:	
Student ID or Roll Number at sending institution: (if applicable)			

Applicant's Signature: _____ Date: _____

Note to Authorized official: The above-named person is applying to have his/her credentials evaluated and requests that a transcript of his/her academic records be released to World Education Services. Please complete this form, attach it to official academic records, place the form and records in an envelope, sign and seal the envelope across the back flap, and send it directly to World Education Services.

Name of Official Completing Form (Please type or print):	Title:
Address:	
Country:	Postal Code:
Telephone:	Fax:
Email:	URL: <u>www.</u>

Confirmation: I confirm that the student named above attended _____ Institution Name
from _____ to _____
month/yr month/yr

Authorized signature and SEAL _____ Date _____

Academic Record / Transcript is attached.

Please return this form together with official academic records directly to World Education Services at the address below:

By Postal Mail:
World Education Services
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
USA

By Express Courier:
World Education Services
64 Beaver St. #146
New York, NY 10004
USA