

## Trusted Credential Evaluations

Having a WES credential evaluation can give you an advantage over other students. The WES Report demonstrates how your education compares with U.S. studies and shows your commitment to backing up your application with the facts.

WES has the world's largest database of institutions, courses and degrees, so providing a WES evaluation enables U.S. academic institutions, licensing boards and employers to review your application faster.

You can submit your application with the confidence that your qualifications will be recognized and understood. Submitting a WES evaluation can help you make sure that your application receives a fair review based on an accurate assessment of your prior education.

## INTERNATIONAL EDUCATION INTELLIGENCE

WES evaluations compare your credentials from any country in the world to those issued in the U.S. WES evaluations are widely accepted and the most trusted and requested brand of report, so you have come to the right source.

*WES is dedicated to providing credential evaluations that are fair and accurate.*

## INTERNATIONAL EDUCATION INTELLIGENCE



World Education Services

## WORLD EDUCATION SERVICES, INC.

P.O. Box 5087 • Bowling Green Station  
New York, NY 10274-5087

Tel: 212-966-6311

Fax: 212-739-6120

E-mail: [info@wes.org](mailto:info@wes.org)

[www.wes.org](http://www.wes.org)

## About WES

World Education Services (WES) is the leading source of international education intelligence. WES is a not for profit organization with over thirty years' experience evaluating international credentials.

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.

Our robust and comprehensive credential evaluation database, known as AICES, is a powerful source of information about education systems and evaluation methodology around the world.

New York • Chicago • Miami • Washington, D.C. • San Francisco • Toronto



World Education Services

## Application for

# International Academic Credential Evaluation

## INTERNATIONAL EDUCATION INTELLIGENCE

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

## WES Offers...

- **Online Application** at [www.wes.org/apply](http://www.wes.org/apply)
- **Online Tracking and File Status** at <https://www.wes.org/appstatus>
- **Electronic delivery** of documents and reports, direct to academic institutions, licensing boards and employers
- **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



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Visit [www.wes.org](http://www.wes.org) for more details

**INTERNATIONAL EDUCATION INTELLIGENCE**

## 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.

#### **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.

#### **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.

**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 \$260.

### Rush Services & Fees

Evaluations are completed and mailed within seven (7) business days unless rush service is specified.

For faster service, WES offers the following options:

- 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 Methods & Fees

You must select a delivery method for each recipient.

- Standard Delivery – US Postal Service @ \$7 per address
- Overnight Delivery – (U.S. only) @ \$30 per address
- 2nd Day Air — (U.S. only) @ \$20 per address.
- International Express — International courier service @ \$60 per address.
- Fax — WES will send an unofficial fax evaluation report (U.S./Canada) for a fee of \$5 per recipient.

### 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 \$25 per report. For reports requested after the evaluation has been completed, the fee is \$45 for the first report and \$25 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 to you in specially marked and sealed envelopes that most recipients will accept as official. The fee for this service is \$10, 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](http://www.wes.org) or use the application inside

## How to Submit Documents

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](http://www.wes.org/required).

**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 [www.alsintl.com/university.htm](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.

## WES Procedures & Policies

WES evaluates only formal educational credentials issued by recognized or accredited institutions. WES reserves the right not to accept an application for evaluation.

WES verifies the authenticity of educational credentials and will not issue an evaluation report until we are satisfied that all necessary credentials have been received. Furthermore, WES does not issue partial evaluation reports. All documents listed on an application must be received prior to the issuance of a report. In addition, all documents received by WES become our property and are not released to the applicant.

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.

NOTE: All fees subject to change.

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.

Electronic Delivery - Many institutions and boards receive WES reports electronically, and in some cases this may be the only method of delivery. In such cases, standard delivery fee still applies.

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. Go to [www.wes.org/apply](http://www.wes.org/apply).

## For Further Information

For information and assistance, please visit [www.wes.org](http://www.wes.org), email us at [www.wes.org/contact.asp](mailto:www.wes.org/contact.asp) or call our office:

**New York 212-966-6311**



World Education Services

## Submitting Applications and 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

# Application for Evaluation of International Educational Credentials



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## Personal Information Please print or type.

Name Last/Family \_\_\_\_\_ First/Given \_\_\_\_\_ Middle \_\_\_\_\_ Previous/Maiden Name \_\_\_\_\_ 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) \_\_\_\_\_ Sex:  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 (From - To)	Name of Diploma/Certificate (In original language)	Year of Graduation
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____

I have read the documentation requirements for my country of education at [www.wes.org/required](http://www.wes.org/required) and agree to submit my credentials as instructed.

## Primary Purpose Of Evaluation

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

## Services and Fees Please first read pages 1 and 2 of this application.

**Basic Evaluation Fee (Required; Choose One)**  Document-by-Document (\$100)  Comprehensive Course-by-Course (\$160)  CPA Board Evaluation (\$260) ..... \$ \_\_\_\_\_

**Rush Services (Optional)**  Same-day (add \$195)  Three-day (add \$100) ..... \$ \_\_\_\_\_

## Recipients And Delivery

One official report will be sent to you at the address you have indicated above at no charge. Select a delivery method for shipment to your address.

### Delivery Method (Required; Choose One)

Standard Delivery (\$7)  Overnight (U.S. Only) (\$30)  2nd Day Air (U.S. Only) (\$20)  Int'l Express (add \$60)  Fax (U.S. or Canada only) (add \$5) ..... \$ \_\_\_\_\_

**Additional Reports Sent To You (Optional) (\$25 each)** Number requested \_\_\_\_\_ x \$25 ..... \$ \_\_\_\_\_

Sealed Envelope Service (Optional) (\$10) All additional reports ordered above will be sent in separate sealed envelope(s) ..... \$ \_\_\_\_\_

## Send Evaluation Reports To (See page 1 for details.)

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. **Additional reports may be ordered for \$25/report.** Number requested \_\_\_\_\_ x \$25 \$ \_\_\_\_\_

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Delivery Method For This Recipient (Required; Choose One)

Standard Delivery (\$7)  2nd Day Air (U.S. Only) (\$20)  
 Overnight (U.S. Only) (\$30)  Int'l Express (add \$60)

### Delivery Method For This Recipient (Required; Choose One)

Standard Delivery (\$7)  2nd Day Air (U.S. Only) (\$20)  
 Overnight (U.S. Only) (\$30)  Int'l Express (add \$60) \$ \_\_\_\_\_

## Payment Options

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

**Total Amount** \$

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Signature of Cardholder (required) \_\_\_\_\_

Cardholder Name and Billing Address (if different than applicant) \_\_\_\_\_

Check / Money Order Enclosed (Please make check payable to World Education Services and attach check to application.)

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.

Name (printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



World Education Services

# Request for Academic Records

**Note to Applicant:** It is the responsibility of individual applicants to have their academic records forwarded to WES. Please complete the top part of this form and submit it to the registrar/controller of examinations/or other authorized official at the academic institution where you obtained your credential(s). 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 applicable)	Date of Birth (dd/mm/yyyy)	E-mail	
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)			

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Authorized Official:** The above-named person seeks to have his/her credentials evaluated and requests that a transcript of his/her academic records/statement of marks - showing all subjects completed and all grades/marks awarded for all years of study - be released to World Education Services. Please complete this form, place the form and academic record in an envelope, sign and seal the envelope across the back flap, and send it directly to World Education Services at one of the addresses below.

Name of Official Completing Form (Please type or print)		Title	
Address			
City	Country	Postal Code	
Telephone		Fax	
Email		URL www.	

**Confirmation:** I confirm that the student named above attended \_\_\_\_\_ Institution Name

Dates of attendance from \_\_\_\_\_ to \_\_\_\_\_  
month/yr month/yr

Degree obtained (if applicable) \_\_\_\_\_  
Month/yr

Authorized signature and SEAL

Date

Yes, the applicant's academic transcript/statement of marks is attached to this form.

**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

**(PLEASE RETURN THIS FORM TOGETHER WITH THE OFFICIAL ACADEMIC RECORDS/STATEMENT OF MARKS.)**