

APPLICATION for Evaluation of International Educational Credentials



Service Options Please first read pages 2 and 3 of this application.

Primary Purpose of Evaluation

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

Basic Evaluation Fees — Choose one. See page 3 for details.

Document-by-Document (\$100) Comprehensive Course-by-Course (\$150) CPA Board Evaluation (\$200)

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

Additional Reports (\$15 each) Number requested _____ x \$15 = \$ _____

Sealed Envelope — Additional Reports in Sealed Envelopes (add \$5)

Delivery Options

Evaluation report sent to me: Overnight (U.S./Canada) (add \$15) International Express (add \$50) Priority Mail U.S. Only (add \$5) Fax (add \$5)

Other reports sent: Overnight (U.S./Canada) (add \$15) International Express (add \$50) Priority Mail U.S. Only (add \$5)

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

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

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 complimentary when ordered at the time of 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 the instructions and conditions provided with 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 _____ PDF

Required Documents

In order to provide fair and accurate evaluation reports that will be recognized by academic institutions, licensing boards and employers across the U.S., WES follows rigorous documentation and evaluation procedures. WES document requirements are specific to each country, and may change without notice.

The **"REQUIRED DOCUMENTS"** section on our web site at www.wes.org provides detailed instructions regarding the documents to submit. Applicants are strongly advised to follow the instructions found on our web site and submit all required documents so that their evaluations are completed without delay.

WES verifies documents for authenticity. WES reserves the right to request original documents and/or to verify documents with the issuing institution. An evaluation is prepared only after WES is satisfied that it has received and/or verified all necessary documents.

Below are *general* documentation guidelines. We strongly recommend that you carefully review and follow the most up-to-date and detailed requirements provided on our web site at www.wes.org/required/.

- **Post-secondary academic transcripts/marksheets must be sent directly to WES by issuing institutions in:** Argentina, Australia, Bahrain, Belgium, Brazil, Canada, Chile, Commonwealth Caribbean, Colombia, Cyprus, Denmark, Ecuador, Eritrea, Ethiopia, Finland, Ghana, Greece, Hong Kong, Iceland, Iran, Ireland, Israel, Italy, Japan, Jordan, Kenya, Korea, Kuwait, Lebanon, Malaysia, Mexico, Netherlands, New Zealand, Nigeria, Norway, Oman, Philippines, Qatar, Saudi Arabia, Singapore, South Africa, Sweden, Switzerland, Taiwan, Tanzania, Thailand, UAE, United Kingdom, Yemen, Zambia, Zimbabwe. All such documents are confidential and become the property of WES.
- **For countries where institutions issue documents in English, all certificates and transcripts must be submitted in English.**
- **European countries where the Diploma Supplement is available:** Please request that the institution issue post-secondary academic documents according to the "Diploma Supplement" template developed by the Joint European Commission/Council of Europe/UNESCO Working Party.
- **Algeria/Lebanon/Morocco/Tunisia:** Documents must be issued in French by the academic institution.
- **China:** Graduation and Degree certificates, transcripts issued in Chinese by the academic institution.
- **India:** Degree certificate(s) or provisional degree certificate(s) and all university-issued mark sheets with *exact paper titles*.
- **Pakistan/Bangladesh:** Degree certificate(s) or provisional degree certificate(s) and all university-issued mark sheets with *exact paper titles*. College-issued mark sheets alone are not sufficient.
- **Latin America:** Degree/Certificate (Título/Licenciado); transcripts (Certificado de Notas/Calificaciones) indicating all subjects studied with grades and credits or hours of study.
- **Russian Federation/Ukraine:** For study at a university, academy, or institute, please arrange to have an official transcript (Arkhivnaya or akademicheskaya spravka/akademichna dovidka), indicating all subjects taken and grades earned, sent directly to our office by the institution attended.

TRANSLATIONS: You must submit clear and legible photocopies of precise word-for-word translations of all foreign language documents. To have your documents translated into English, you may contact University Language Services, Inc. (ULS) at <http://www.alsintl.com/university.htm> 1-800-419-4601. (Outside the U.S., call 212-766-4111.) This information is provided for your convenience only. All arrangements must be made directly with ULS or the translation service of your choice.

Procedures and Policies

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

Requests for Additional Information or Documents after Initial Review of Application — If documentation is incomplete or additional information is required to prepare an accurate evaluation, a request for additional documents is issued and the file is placed on hold until 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 original application constitute a new evaluation, and a second payment of the basic fee is required. Likewise, when an applicant requests that a completed document-by-document report be changed to a comprehensive course-by-course report, the full course-by-course fee of \$150 is required.

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

Re-Assessment of Equivalencies — WES evaluations are based on the best information and resources available to professional evaluators in the U.S. WES reserves the right to revise educational equivalencies as additional information becomes available.

Fraudulent Documents — When any document submitted with an application is found to have been altered, forged or tampered with in any manner, WES cancels the application and retains all documents. 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 \$30 fee.

Application and all Documentation and Payment should be sent to World Education Services



By Mail:

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



By Courier:

World Education Services
PMB 006
80 Broad Street, 5th Floor
New York, NY 10004



By Fax:

212-739-6120

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

WES Offers ...

■ Multi-purpose Evaluation

Evaluations can be used for education, licensing, employment or immigration

■ Comprehensive Reports

Reports always include *all* your academic credentials – regardless of number or complexity – for one low fee

■ Fast 7-Day Service

Reports are ready in just 7 business days, once we receive your application, all required documents and fees

■ Electronic Transfer of reports to academic institutions and licensing boards



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 - \$150 (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 sent by postal mail unless another option is requested.

Express Delivery — Overnight courier service (U.S./Canada) 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.

Priority Mail — Priority Mail (U.S. only) is available for an additional fee of \$5 per address.

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

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 additional reports to you in specially marked and sealed envelopes that most recipients will accept as official. The fee for this service is \$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 \$15 per report. For reports requested after the evaluation has been completed, the fee is \$40 for the first report and \$15 for each additional report.

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