

**T**hank 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](http://www.wes.org)

**WORLD EDUCATION SERVICES, INC.**

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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).

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APPLICATION

*for*

# INTERNATIONAL ACADEMIC CREDENTIAL EVALUATION



**Your Passport  
to Education and  
Employment**

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

## WES Offers ...

- **Online Application:**  
<[www.wes.org/application](http://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](http://www.wes.org)  
for more details



SAVE TIME! Apply online at [www.wes.org/application](http://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 - \$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 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 \$20 per address.

**2nd Day Air** — (U.S. only) may be requested for an additional fee of \$10 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 \$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.

**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 \$5, 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



[www.wes.org](http://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](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 <<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](http://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  
PMB 006  
80 Broad Street, 5th Floor  
New York, NY 10004

### By Fax



212-739-6120

## For Further Information

For information and assistance, please visit [www.wes.org](http://www.wes.org), e-mail us at <[info@wes.org](mailto: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 (\$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 Option: Additional reports ordered above sent in sealed envelope(s) (add \$5)

**Delivery Options**

Evaluation report sent to me:  Overnight (U.S./Canada) (add \$20)  2nd Day Air (U.S. Only) (add \$10)  International Express (add \$50)  Fax (add \$5)

Other reports sent:  Overnight (U.S./Canada) (add \$20)  2nd Day Air (U.S. Only) (add \$10)  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](http://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.