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WORLD EDUCATION SERVICE'S CREDENTIAL EVALUATION GUIDE

AUGUST 2016
GLOBAL TALENT IDAHO

IMPORTANT NOTIFICATION

It is the responsibility of the Job Seeker to continually check and make sure that your application, documents and translations are progressing forward. No other individual will be tracking the progress of your application and documents. It is imperative that you make sure that everything is in good standing with World Education Services, your home country's issuing institution, and University Language Services.

It is also suggested that you contact [Global Talent Idaho](#) and/or [Idaho Department of Labor](#) to see if you qualify for receiving a free credential evaluation.

WORLD EDUCATION SERVICES' CREDENTIAL EVALUATION

The following information has been provided by the Word Education Services (WES). For more comprehensive information on WES's Credential Evaluation Services, please visit:

<http://www.wes.org/jobSeekers/index.asp?>

A. Complete WES Online Application and Submit Payment

Application and Fee

The following is a step-by-step process for applying to WES for a credential evaluation:

Step 1: Go to http://www.wes.org/application/apply_now.asp and under "Step 1: Review the Links Below" choose the country where you received your education from. It will show you a list of documents that you will be required to have sent to WES for an evaluation.

The screenshot displays the WES website's 'How to Apply' page. At the top left is the WES logo (World Education Services). A navigation bar includes links for Home, Students, Job Seekers, Immigrants, Educators, Employers, Professional Licensing, and About WES. The main heading is 'How to Apply', with a sub-heading 'Review the document requirements and instructions before you apply.' Below this, a 'Step 1' section is highlighted in blue, containing the text 'Review the Links Below'. Two links are listed: 'How to Get a WES Credential Evaluation' (with a right-pointing arrow icon) and 'Required Documents' (with a right-pointing arrow icon). The 'Required Documents' link is followed by the text 'Review document requirements for your country of education.' Below this text is a dropdown menu labeled 'Select country of education'. A large black arrow points to the dropdown menu. On the left side of the page, there is a sidebar with the heading 'Apply Now' and several links: 'Required Documents', 'Credential Evaluation Packages', 'Fees', 'Check Status / Your Account', 'FAQ', 'Free Degree Equivalency Tool', and 'Calculate Your Grade Point Average'. At the bottom of the sidebar, there is a quote: 'WES evaluations provide our admissions committee with reliable,'.

- **Important Note:** *If you have completed one or more years of post-secondary study, you do not need to submit any secondary school documents with your application, unless it is recommended by WES otherwise.*

Credential Evaluation

Required Academic Documents

Print this page

Apply Now

- Required Documents
- Credential Evaluation Packages
- Fees

Check Status / Your Account

FAQ

Free Degree Equivalency Tool

Calculate Your Grade Point Average

“WES remains the only credible institutions when it comes to credential evaluation in the whole universe.”

— Ajayi Folakemi Elizabeth, WES Applicant

Select country of education

Argentina

Versión en español

Step 1: Before Sending Documents

Complete the **WES Application** and get a Reference Number.
WES is not responsible for documents that arrive without a WES reference number. All envelopes and correspondence must include your WES reference number.

Step 2: Documents to Send

- + Higher Education
- + Secondary Education

Step 2: Once you have all of the documents required for your credential evaluation, click on the [Apply Now](#) for use in the U.S. Once you do this, you will need to create an account with accurate information about you and your credentials.

- **Important Notification:** Make sure that your personal information in the transcripts and diplomas match your United States Identification (Social Security and Driver’s License). If your United States Identification does not match your transcript and diploma from your home country, you will need to click ‘Yes’ underneath the Personal Information section where it asks “Do your documents include a previous name that has been changed?”

U.S. Application

Personal Info | Your Education | Your Evaluation | Services & Fees | Payment Info | Review & Submit

* denotes a required field

Have you previously submitted an application to WES? * Yes No

How did you hear about WES? *

Personal Information

Last (Family) Name *

First (Given) Name *

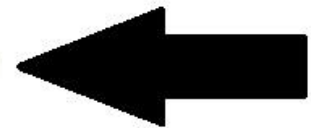
Second (Middle) Name

Do your documents include a previous name that has been changed? Yes No

Previous Last (Family) Name

Previous First (Given) Name

Previous Second (Middle) Name



Step 3: Once you have filled out all of your information you will be asked for which services you would like to choose. It is recommended that you choose the WES ICAP Course-by-Course evaluation. This costs [\\$205](#).

Step 4: Once you have completed all steps, you will be able to pay for the service with a Credit Card, Check/Money Order, or Western Union Money Transfer.

Step 5: Select how you would like your evaluation sent, Standard, Overnight, 2nd Day Air, 3-5 Days...

Step 6: Once you have paid and completed your online application, you will receive a reference number that will need to be included in your documents sent to WES by your documents' issuing institution.

Step 7: Print out the “[Academic Records Request Form](#)”. Your form should be filled out and sent to your institution.

Your Academic Records Request Form should be sent three different ways for the best possible chance of having your request form successfully completed and submitted to World Education Services.

1. To University By Mail:

- a. Send a hardcopy of the Academic Request Form (signed by you and includes WES Reference Number) and the hard color copies of your transcript and diploma.
- b. The document should be sent back to WES in the correct format. click [here](#) to see an example

2. To University By Email With Attachment:

- a. Scan the completed Academic Records Request Form (signed by you and includes WES Reference Number) and email to someone at the University with your colored scanned copies of your transcript and diploma.
- b. The document should be sent back to WES in the correct format. click [here](#) to see an example

3. To Friend/Family in Home Country

- a. Scan the completed Academic Records Request Form (signed by you and includes WES Reference Number) and email it with attached colored scanned copies of your transcript and diploma.
- b. Friend/Family Member should print out document and take directly to University to have them fill out the Academic Records Request Form.
- c. The document should be sent back to WES in the correct format. click [here](#) to see an example

4. IMPORTANT NOTICE: The Academic Records Request Form is recommended to be sent through DHL mailing services for reliability.

Step 8: Next, you will need to send the following documents to WES:

1. Receipt of Payment to World Education Services
2. Copy of Academic Records Request Form (signed by you and includes WES Reference Number)
3. Hard colored copies of your transcript and diploma
4. **Important Notification:** Include a letter stating that you have sent the Academic Records Request Form to your issuing institution and they will send it to WES.
5. **Important Notification:** If your documents are not in English, you will need to have them translated. If this is the case, include in the letter to WES that you will be receiving an English translation and it will be sent to WES as well.

Step 9: If your documents are not in English, you will need to receive an English translation of your documents. [Please, see section below.](#)

B. Translation of Documents through University Language Services

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If your documents need to be translated into English, it is recommended that get them translated with University Language Services. This process can take place after you have sent your Academic Records Request Form to the three options, as well as sent your documents to WES.

Important Notification: Your documents need to be translated and sent to WES before your evaluation can be completed. For the purpose of translating your documents, you can send a copy of your documents to University Language Services for a free quote on how much it will cost you to have your documents translated, please follow the link:

<https://www.universitylanguage.com/quotes/>.

Once you have received your translated copies, communicate with University Language Services to have your translated copies sent to WES:

WES Reference No. _____

World Education Services

Attention: Documentation Center

64 Beaver St, #146

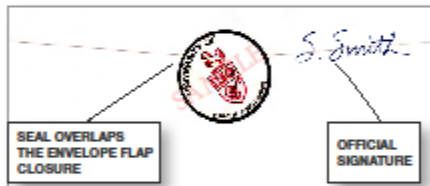
New York, NY 10004

U.S.A.

How to Send a Sealed Envelope to WES

- ☑ Academic documents must be mailed in official, sealed envelopes bearing the institution's name.
- ☑ The seal, stamp, or signature of an official officer must overlap the back flap closure and envelope.
- ☑ The sealed envelope should be sent directly to WES by the institution. If your institution will not mail the envelope directly to WES, the applicant may send it.
- ☑ To be considered official and accepted by WES, the envelope must remain sealed. If the envelope is opened and/or the seal is broken, the academic documents will be rejected.

Sample Back of Sealed Envelope



Sample Front of Envelope

