

**MAIN OFFICE**

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<http://wes.org/>

## What can a WES evaluation do for you?

A WES evaluation is your passport to education and employment. Whether you want to continue your education, seek professional licensing or employment in the United States, the WES evaluation makes sure that your international academic credentials are recognized.

The WES evaluation converts educational credentials from any country in the world into their U.S. equivalents. It describes each certificate, diploma or degree that you have earned and states its academic equivalency in the United States.

WES evaluations are widely accepted and often specifically requested by academic institutions, licensing boards, employers and government agencies throughout the U.S. (WES also administers a separate credential evaluation service in Canada; for more information, please visit [WES Canada](#).)

## WES Fee Schedule (as of 2/12/07)

### Basic Evaluation Fees (7 Days)

Document-by-Document Evaluation	\$100
Course-by-Course (with GPA & course-levels)	\$160
CPA Board Evaluation	\$200

[Which evaluation report is for you?](#)

The following options are available for additional fees:

#### Rush Services

3-Day Service	add \$100
Same-Day Service	add \$195

#### Delivery Options

Overnight Courier Delivery (per address, US & Canada)	add \$25
2nd Day Courier Delivery (per address, US & Canada)	add \$15
International Courier Service (per address)*	add \$50
Fax to U.S. or Canadian Recipients	add \$5
Sealed Envelopes ( <a href="#">details</a> )	add \$7

\* - delivery times may vary

### Additional Reports

Ordered at the time of application (per report)	add \$20
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#### Ordered after completion of the evaluation

First Report	add \$40
Each Additional Report	add \$20

NOTE: Fees are *not refundable* and are subject to change.

## The WES Evaluation Process

Applications for evaluation submitted to WES are processed in the following manner:

### Step 1. Receipt of Application

As soon as an application is received at WES, the staff examines it to determine whether it is complete, includes all required documents and the full payment.

### Step 2. Verification of Documents

Obtaining the appropriate documents is critical to the WES evaluation process. If WES determines that all the required documents are present, the evaluation will proceed.

If any document and/or information is missing, WES immediately issues a "Document Request" asking for the missing documents and/or information. The **file is placed on hold until all the required documents and/or information are received.**

If WES decides to verify the documents with the institution(s) that issued them, copies of the documents will be sent to the institution(s) with a request for verification. WES notifies applicants when their documents are sent for verification. All such files are placed on hold until WES receives a written response from the institution itself. **There are no exceptions to this rule.**

## Required Documents - What To Submit

To ensure that evaluations are based on documents that are accurate and valid, WES adheres to strict and specific document requirements for each country of education.

**WES verifies documents for authenticity and adheres to the standards used in North America for the submission of academic records.**

**For the requirements for your country of education, you can choose from the list that is on the website.**

**TRANSLATIONS:** You must submit clear and legible photocopies of precise word-for-word English translations of all foreign language documents. To have your documents translated into English, you may contact [University Language Services, Inc. \(ULS\)](#) at 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.

**To send documents to WES, please use the following addresses:**

#### 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

\* This is a courier mail handling facility accepting DHL, FedEx, UPS, etc.  
This address is not a WES office and documents should not be hand delivered

# Frequently Asked Questions

## **Why do I need to have my credentials evaluated?**

If you completed your education outside of the U.S., you must have your credentials evaluated in order to have them understood and recognized by educational institutions, employers, licensing and certification boards in the U.S. A WES evaluation will provide you with the U.S. academic equivalents for your credentials and allow you to pursue further education or seek employment in the U.S.

## **When should I have my credentials evaluated?**

You should have your credentials evaluated as early as possible so that you can make the most out of the evaluation. If you plan to continue your studies at a U.S. college or university and have not yet decided where to apply, a WES evaluation can help you make that decision by showing you how your educational credentials are viewed in the U.S.. You can use that information to apply to schools that are appropriate for your educational background. Likewise, if you are seeking employment, the evaluation will help you identify positions for which you have the requisite educational background.

## **Does the U.S. government evaluate credentials?**

There is no U.S. government agency that evaluates credentials. Credentials are evaluated by universities and by private organizations such as WES. A number of academic institutions have employees who evaluate international credentials. Many other colleges and universities require that international credentials be evaluated by an expert service such as WES. WES also evaluates credentials for employment with the government or in the private sector.

## **How widely are WES evaluations recognized?**

WES evaluations are recognized and accepted by universities, licensing boards, government agencies and employers throughout the U.S. WES is the largest and among the oldest of the evaluation services the U.S. Each year, WES prepares evaluations for approximately 50,000 individuals from all over the world. WES is a founding member of [NACES](#) (National Association of Credential Evaluation Services).

## **What does a WES evaluation contain?**

A WES evaluation compares your credentials with their U.S. educational equivalents. The evaluation is advisory and it is designed to help academic institutions, licensing boards and employers in the U.S. understand foreign credentials.

WES offers two types of evaluations:

1. A [Document-by-Document](#) evaluation contains a description of your credentials, including name, year awarded, name of institution attended, and major field of study. It also provides the U.S. equivalent for each credential. [Sample](#)
2. A [Course-by-Course](#) evaluation contains all of the information in a Document-by-Document evaluation and in addition, it lists all post-secondary subjects with their corresponding value expressed in terms of U.S. semester credit and grade equivalents. [Sample](#)

## **Which evaluation should I choose?**

In general, a Document-by-Document evaluation is sufficient for employment or immigration. Universities, colleges and professional licensing boards require the Course-by-Course evaluation because it contains the detailed information that they need. It is always a good idea to check with the university, licensing board or employer who will receive your evaluation if they have specific requirements.

## **What is the cost of a WES evaluation?**

A Document-by-Document evaluation costs \$100.00 and a WES Course-by-Course evaluation costs \$160. If you require additional services, such as rush service, express delivery or a CPA Board Evaluation, extra charges apply.

## **How long does it take to obtain a WES evaluation?**

WES can complete your evaluation in 7 business days or less, depending on the type of service that you request. However, if additional research, correspondence or verification is required, the evaluation will take longer. We recommend that you start the process as early as possible and submit all documents as required to ensure the timely completion of your evaluation report.

## **What documents do I need to send for evaluation?**

Obtaining the appropriate credentials is extremely important in the WES evaluation process. Detailed instructions for your country of education are given at <http://www.wes.org/required>

**What if my documents are not in English?**

If your documents are not in English, you must submit precise word-for-word English translations together with your foreign-language documents. WES does not provide translation services. Translations prepared by the school or university that you attended or by authorized translators in your home country are acceptable. If you need to find a translator in the U.S., you may wish to contact [University Language Services](#), Inc. 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 the translation service of your choice.

**How does WES review credentials?**

All credentials are reviewed as soon as they arrive at WES. If WES determines that a credential requires additional information or verification, WES will contact the institution that issued it to obtain the necessary information or to have it verified. For more details, please read [Understanding the WES Document Requirements](#) and [The WES Evaluation Process](#).

**How long does WES keep files open?**

Files that are incomplete are placed on hold and kept open until all the necessary documents, information or verification are received.

**How do I obtain additional reports of an evaluation that has already been completed?**

You can order additional evaluation reports at any time by [clicking here](#). You can also call or email WES with your order.

**My address has changed; what should I do?**

If your address changes before we complete your evaluation, please go to our [Applicant Status Page](#) to update your information.

**My name has changed; what should I do?**

If your name has changed and the name that appears on your educational credentials is different from your current name, you must submit an official document (marriage certificate or other document) that proves your legal change of name.

**What do I do if I have questions about my evaluation report?**

If you have questions about your evaluation report or disagree with its conclusions, please write to the Director of Evaluations. We will reply to you in writing.

**I have completed additional studies and obtained new credentials since I had my WES evaluation done, and I want my new credentials added to the old evaluation. What should I do?**

A new credential that was not part of the original evaluation constitutes a new application. WES requires that you submit a new application with the full fee.

**How can I know whether WES has evaluated documents from my country or from the particular institution that I attended?**

WES has been evaluating academic credentials since 1974 and has accumulated information on thousands of institutions and credentials from virtually all the countries in the world. It is also our responsibility to conduct research and obtain the necessary information when new credentials are submitted for evaluation. If you have a legitimate credential issued by a recognized institution, you can be certain that WES can evaluate it.

**I have a university degree from my country, should I still submit my secondary school diploma?**

If your secondary school diploma is available, we suggest that you submit it. If you do not have your secondary school diploma with you, we recommend that you send us your university credentials. We will review your file and if we determine that the secondary school diploma is required to complete the evaluation, we will ask you to submit it.