



WORLD EDUCATION SERVICES

## My Account

### Where will you use your evaluation?

U.S.

Canada

1. When WES asks you where you will use your evaluation, select 'U.S.'



WORLD EDUCATION SERVICES

## My Account

### Create Account

**Note:** WES requires a separate account for each individual applying for credential evaluation.

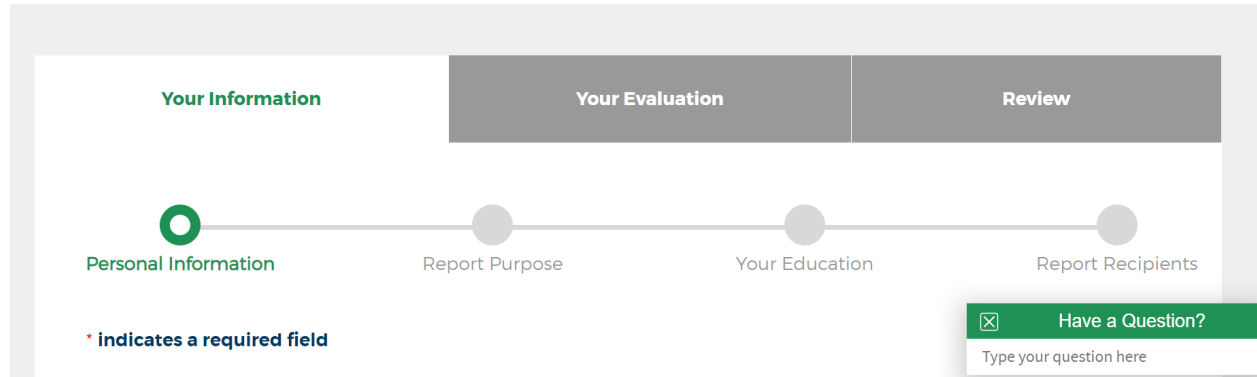
\* indicates a required field

Your First (Given) Name\* 

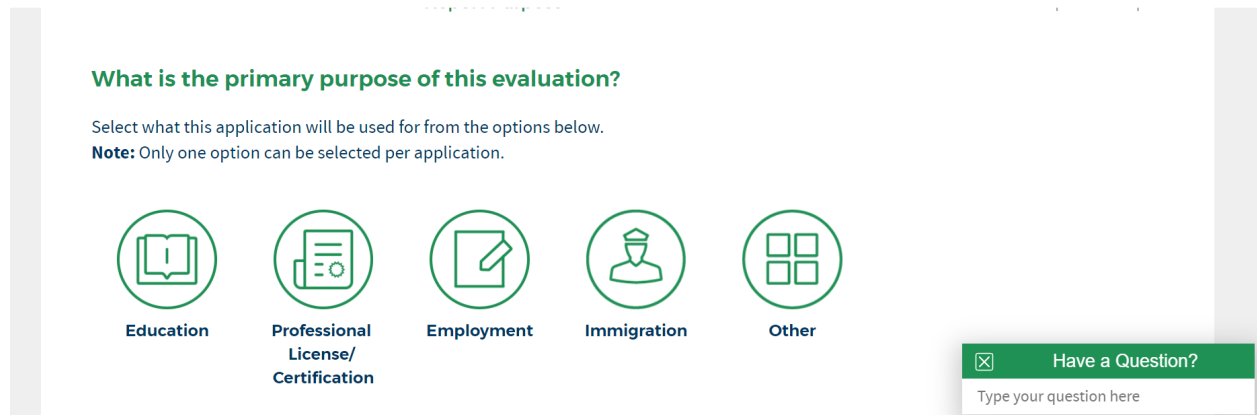
### Have an Account?

Log In

2. You will then be prompted to Log In if you have an existing account with WES, or create a new account. If you create an account on WES' website, they will ask whether you already have a reference number. If you do, be sure to indicate it in the space provided.



3. Next, you will be asked to provide your personal information.



The form is titled 'What is the primary purpose of this evaluation?'. Below the title, it says 'Select what this application will be used for from the options below.' and 'Note: Only one option can be selected per application.' There are five radio button options: Education (book icon), Professional License/Certification (document icon), Employment (document with pencil icon), Immigration (person with hat icon), and Other (grid icon). A 'Have a Question?' box is located on the right side of the form, with a text input field below it.

4. Then, you will be asked to select the primary purpose of the evaluation.

Select what this application will be used for from the options below.

**Note:** Only one option can be selected per application.



Education



Professional  
License/  
Certification



Employment



Immigration



Other

What is the level of education you are pursuing?

Graduate Admissions

Have a Question?

Type your question here

5. Select 'Education.' Then, when asked the level of education you are pursuing, select 'Graduate Admissions.'



My Application (U.S.)

Save & Exit

### What credentials have you earned?

You have selected an education package for graduate admission into a North American institution. Please include your [higher education credentials](#) for analysis. Your secondary school credentials are not required.

**Note:**

- Each individual must complete a separate WES application.
- Credentials added for other individuals, e.g. a spouse, will not be included in your WES evaluation report.
- WES does not evaluate occupational study, trade qualifications, short-term professional development programs, or work experience.
- If part of your study for this credential was completed at a U.S. Institution, please also indicate U.S. study on a separate entry.  
Please note, while WES does not evaluate U.S. credentials, we do need this information to complete your evaluation.

Add Credential

Have a Question?

Type your question here

6. You will now be asked to enter in all the credentials you have earned. Click on 'Add Credential.'

## Add Credential



Country of Education\*

Select...

Type of Education\*

Select...

Name of the Institution\*

Name of Diploma/Certificate\*

Your First (Given) Name\* ?

First (Given) name exactly as it appears on your credential.

Your Second (Middle) Name

Second (Middle) name exactly as it appears on your credential.

Your Last (Family) Name\* ?

Last (Given) name exactly as it appears on your credential. Type your question



Have

7. Enter in the required fields for each credential you have completed.



## My Application (U.S.)

Save & Exit

Personal Information

Report Purpose

Your Education

Report Recipients

Please enter the recipients you would like WES to send your evaluation report to.

### Recipient 1: You

**Note:** Copy of your WES credential evaluation report is included in the cost of your evaluation. Your copy will be sent to the address below.

#### Delivery Address

[Edit](#)

514 W 113th St  
New York, NY 10025  
United States of America

8. Now, WES will ask you to select the recipient(s) you would like your evaluation sent to. A personal copy of your evaluation will be included in the cost.

Would you like to order additional copies for yourself?  Yes  No

### Recipient 2: Institution(s) receiving your report

Please add the institution(s) you want your report sent to. Each institution you add will result in an additional fee of \$30 plus shipping and handling.

Add Recipients

Previous

Next

9. The second part of the recipient selection page will ask you to add the institutions you want your report sent to. Click on 'Add Recipients.'

### Recipient 2: Institution(s) receiving your report

Please add the institution(s) you want your report sent to. Each institution you add will result in an additional fee of \$30 plus shipping and handling.

#### Add Recipient

Please search for a recipient using the text box below

Institution or Company\*

Columbia University

Clear

10 results found.

[Columbia International University](#)

[Columbia Southern University](#)

[Columbia University](#)

10. Then, search for, and select 'Columbia University.'

## Add Recipient



### Columbia University

If the school or department you are looking for is not listed below, you may [manually enter the recipient's information.](#)

School/Division\*

School of International and Public Affairs ▼

Department/Office Name\*

Office of Admissions and Financial Aid ▼

**School of International and Public Affairs - Office of Admissions and Financial Aid**  
(electronic delivery only)

514 West 113th Street

11. Upon selecting Columbia University, you will be asked to select a 'School/Division' and 'Department/Office Name.' Select 'School of International and Public Affairs' and 'Office of Admissions and Financial Aid.' Then click 'Add this Recipient.'



WORLD EDUCATION SERVICES

Here is the package we recommend for you: ▼

Course-by-Course Evaluation ▲		
Features	WES ICAP (Recommended)	WES Basic
Authenticated transcripts stored and sent to institutions	✓	
Evaluation of <a href="#">official documents</a>	✓	✓
Lists all subjects completed at the <a href="#">post-secondary level</a>	✓	✓
U.S. <a href="#">semester credit</a> and grade equivalent for each course	✓	✓
U.S. <a href="#">grade point average (GPA)</a> on a 4.0 scale	✓	✓
Designates the level (upper or lower) of each undergraduate course	✓	✓
Price	\$205.00	\$160.00
	<input type="button" value="Select"/>	<input type="button" value="Select"/>

Other available evaluation packages: ▼

- WES will now ask you to select the evaluation package. If you selected 'Graduate Admissions' earlier (when WES asked you for the primary purpose of the evaluation), the evaluation type should already be 'course-by-course.'  
Columbia University requires that you select the International Credential Advantage Package (ICAP), the option shown in navy blue.
- After submitting your WES application, you will be given a WES Reference Number. Please make a note of this number, as you will need to provide it to our office in the event you need assistance with your evaluation.