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

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.

4. Then, you will be asked to select the primary purpose of the evaluation.
5. Select ‘Education.’ Then, when asked the level of education you are pursuing, select ‘Graduate Admissions.’

6. You will now be asked to enter in all the credentials you have earned. Click on ‘Add Credential.’
7. Enter in the required fields for each credential you have completed.

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.
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 Recipients

10. Then, search for, and select ‘Columbia University.’
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.’
12. 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.

13. 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.