

GRADUATE STUDENT GUIDE TO REQUESTING A WES EVALUATION

1. http://www.wes.org/application/apply_now.asp
2. In the top box, click "Click here to apply online"

The screenshot shows the WES website's 'Apply Now' page. At the top left is the WES logo (World Education Services). To the right is a banner image of a computer mouse and keyboard with the text 'Credential Services'. Below the banner is a navigation menu with links: Home, Educators, Students, Employers, Job Seekers, Professional licensing, Immigrants, About WES. The main content area is titled 'APPLY NOW' and includes a sidebar with links like 'Required Documents', 'Credential Evaluation Packages', and 'Fees'. The main text area says 'Please review the documentation requirements, evaluation service packages as well as WES Terms and Conditions before starting your application.' It then provides instructions for 'Education, Employment, or Immigration Purposes in the United States (U.S. Equivalency)', listing options to 'Click here to apply online' or 'Download the WES paper application form (PDF)'. A note mentions a \$30 paper processing fee. There is also a link for 'SOHAS candidates, click here' and a section for 'Education, Employment, or Immigration Purposes in Canada (Canadian Equivalency)'. A quote at the bottom left reads: 'WES is always prompt, courteous, professional, and continues to serve as my principal source for...'

3. Create an account

The screenshot shows the 'CREATE AN ACCOUNT' form on the WES website. At the top, it states: 'The online application takes approximately 10 minutes. If necessary, you will be able to save your application and return to it at any time.' The form is divided into two main sections: 'CREATE AN ACCOUNT' and 'ALREADY HAVE AN ACCOUNT?'. The 'CREATE AN ACCOUNT' section includes fields for 'First Name', 'Last Name', 'Date of Birth' (with dropdowns for Month, Date, and Year), 'Email', 'Re-enter Email', 'Create a password', and 'Re-enter password'. A note says: 'You will need this information to log onto your WES account. Please keep a record of it.' Below these are fields for 'Security Question' (a dropdown menu) and 'Answer'. The 'ALREADY HAVE AN ACCOUNT?' section includes fields for 'Email/User ID' and 'Password', a 'Login' button, and links for 'Forgot password?' and 'Forgot user id?'. A note at the bottom says: 'Note: Do you have a reference number but no user ID and password? [click here.](#)' At the bottom of the form are 'Create an Account' and 'Cancel' buttons.

6. Click the 'Add recipient' button at the end of the 'Your Evaluation' section
7. Choose 'Educational institution' from the dropdown
8. Enter 'Widener' into the search box: *Use the search box and select Widener this way so the evaluation can be received quicker.*
9. Select 'Widener University - Chester PA'
10. Select 'Office of Graduate Admissions'
11. In the Attention To box, enter 'Candice Chan, Director of International Admissions'
Attn: Candice Chan, Director of International Admissions
Widener University
Office of Graduate Enrollment Management, tel: 610-499-4257
One University Place
Chester, PA 19013
12. Click 'next' to continue completing the form and make the payment
13. When finished, inform me that you have submitted your evaluation request. Send an email to: tiharris@studygroup.com. ***You will receive a confirmation email from WES once your evaluation has been complete. When you receive this email, please forward to tiharris@studygroup.com.***

Thank you!

If you have any questions, please email us.