

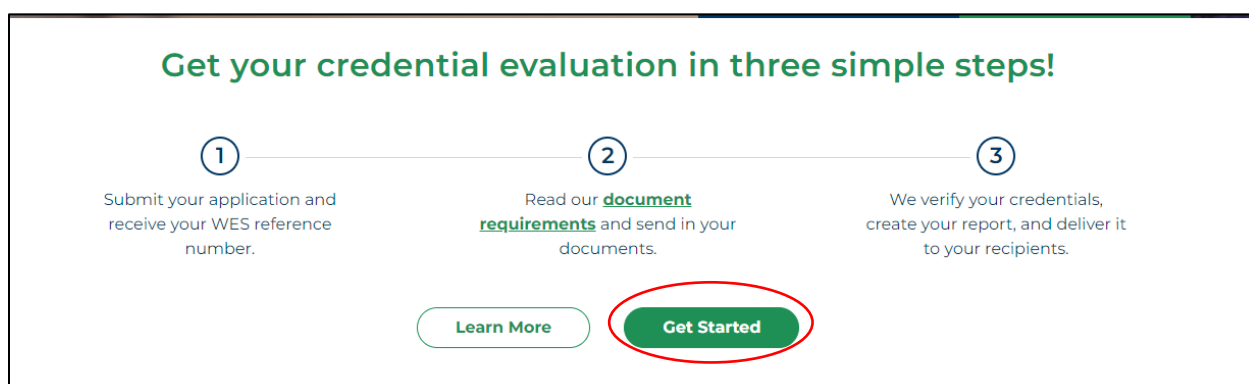
Requesting a Foreign Transcript Evaluation using World Education Services (WES)

The following guide is meant to assist with requesting a Foreign Credential Evaluation from World Education Services (WES) with some frequently asked questions at the end of the document.

World Education Services (WES) is an organization that can assist with securing required credentialing documents; WES specializes in securing and evaluating foreign credentials. The faculty member will need to complete some information and all the documentation will be sent to WES and then the University will be able to access the documents through a portal. The fee for WES services is \$145 (<https://www.wes.org/evaluations-and-fees/>).

The following guide will walk you through creating an account with WES and how to proceed with requesting an evaluation.






Navigate to <https://www.wes.org/> and select the “Get Started” button.



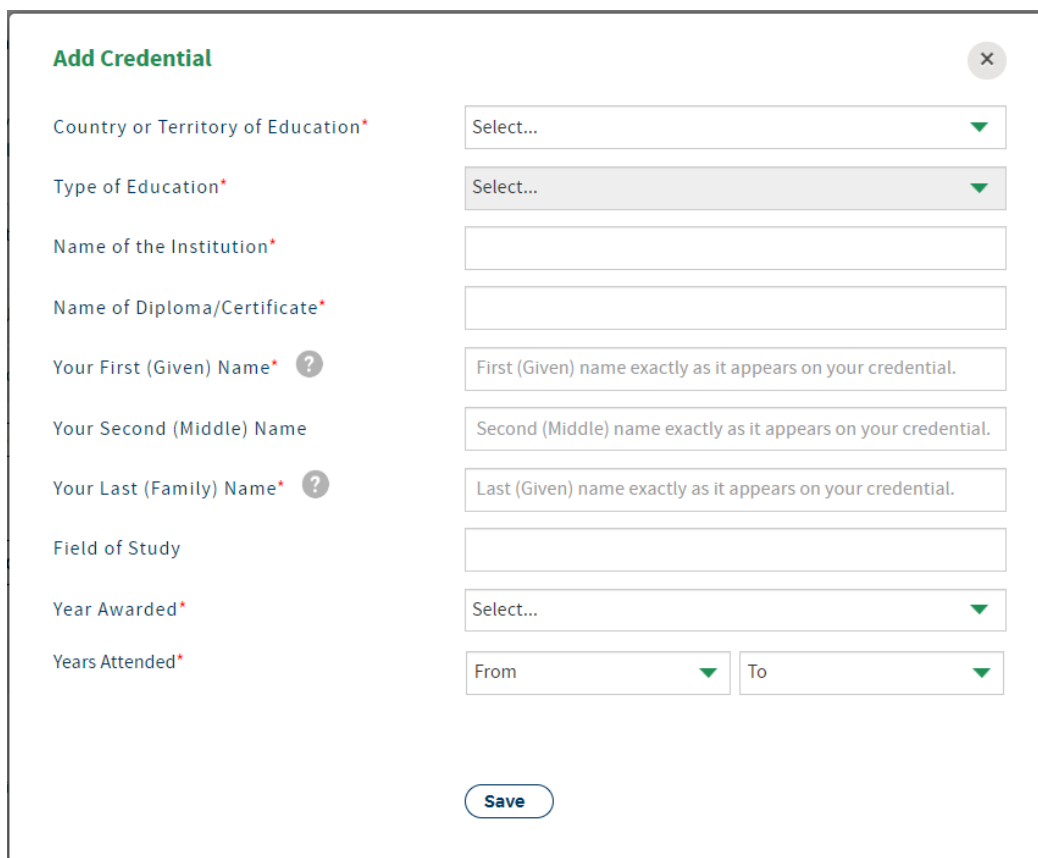
From here the faculty member will verify their email address and create an account with WES. After filling out information about themselves they will need to select the purpose of their evaluation. Please select “Employment”.

What is the primary purpose of this 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

Next the faculty member will add all their educational credentials, even credentials obtained in the United States. At least one credential must be for a foreign institution.



The screenshot shows a web form titled "Add Credential" with a close button (X) in the top right corner. The form contains the following fields:

- Country or Territory of Education***: A dropdown menu with "Select..." as the placeholder.
- Type of Education***: A dropdown menu with "Select..." as the placeholder.
- Name of the Institution***: A text input field.
- Name of Diploma/Certificate***: A text input field.
- Your First (Given) Name***: A text input field with a help icon (?). The placeholder text is "First (Given) name exactly as it appears on your credential."
- Your Second (Middle) Name**: A text input field. The placeholder text is "Second (Middle) name exactly as it appears on your credential."
- Your Last (Family) Name***: A text input field with a help icon (?). The placeholder text is "Last (Given) name exactly as it appears on your credential."
- Field of Study**: A text input field.
- Year Awarded***: A dropdown menu with "Select..." as the placeholder.
- Years Attended***: Two dropdown menus labeled "From" and "To", both with "Select..." as the placeholder.

At the bottom of the form is a "Save" button.

Next, the faculty member will need to submit their mailing address to receive their own copy of the evaluation as well as their recipient's information (who you want to the evaluation to go to).

The faculty member should confirm with their college or school who they need to send their credential to, but typically it will be the person who reached out to them to request the foreign transcript evaluation.

The faculty member can also send the evaluation to the University of South Carolina- Graduate School office as the Office of Institutional Research, Assessment and Analytics (OIRAA) has access to this account to pull evaluations from, but their **college or school representative must first and foremost have a copy of their evaluation for the colleges or school's records**. If your college or school is not listed, you will need to manually input their information. The faculty member should reach out to their contact at their college or school for the necessary information.

1. Academic Transcript

This is an official document issued by the institution you attended that lists all subjects taken and grades earned for each year of study.

What you need to do:

Option 1



If your institution uses **My eEquals**, you can share document access with WES by logging into your My eEquals account and selecting World Education Services from the drop-down list of recipients. Please do not send us your personal login information. We cannot use your login credentials to access the documents due to privacy concerns. Please do not assign a PIN or expiry date as this can block us from accessing your documents.

Option 2



Please ask the institution you attended to send your document directly to WES in a sealed envelope that is signed or stamped across the back flap by the appropriate official at the institution.

Option 3



If the institution gives you the document to send to WES, it must be in a sealed envelope. If the envelope is opened or there is no stamp or signature across the back flap, WES cannot accept the document.

WES will also provide information on how to send documents to them so that they can process and complete the evaluation.

How to Send Your Documents



Include Your Reference Number. Before you send documents, you must complete an application and obtain a reference number. You must write this reference number on each document that you submit to WES. WES is not responsible for documents that arrive without a reference number. Documents that arrive without a reference number can create delays.

Do Not Send Original Documents. WES does not require any original documents. Documents that you submit will not be returned and will be destroyed by WES at its sole discretion.

Ask About Sending Digital Documents. Sending your academic documents digitally can expedite the completion of your report. Find out if your institution has a digital partnership with WES. Encourage them to [get started today](#).

Pay the shipping charges. If you or your institution are sending your documents through a courier service, you must pay the shipping charges. WES is not responsible for unpaid shipping charges or any customs fees.

From here the faculty member will finish out the application, pay, and receive their reference number. The reference number will be tied to the documentation submitted and the evaluation from WES. The faculty member should make a note of what their reference number is in case there are future questions or concerns regarding the status of their evaluation.

Frequently Asked Questions: Foreign Credentials

Why do we need a foreign transcript evaluation?

Per the [ACAF 1.20 Policy](#):

Non-U.S. academic credentials must be evaluated for equivalency to U.S. accredited coursework by a university-approved foreign credential evaluator, and the evaluation submitted with the instructor's transcript or proof of degree. The transcript and other applicable academic records should be accompanied by a notarized translation, if not in English.

Do I have to use WES?

No. A list of university approved foreign credential evaluators can be found [here](#). WES is, however, the only approved evaluator that a guide has been created for at this time.

Do I still need an evaluation if the transcript is in English?

Yes. The purpose of obtaining and having a foreign credential evaluation on file is to ensure that any conferred degree obtained in another country would be equivalent to a degree obtained in the United States. The foreign credential evaluation will look at credentials obtained by an instructor and let us know the correct US equivalent.

What documentation should I have on file at the end of the process?

For an instructor with foreign credentials to be fully credentialed the following information should be uploaded to Compliance Assist and remain on file at the instructors College or School:

- An official copy of the instructor's transcript or proof of degree
- A foreign credential evaluation of the transcript or proof of degree provided by a university approved evaluation service
- A notarized translation of any credentialing documentation that is not in English

Does the notarization for the translation have to be an American notarization?

No, international notarizations are acceptable.

I have more questions, where can I go?

WES has a robust help section which should answer many of the questions you might have. The help section can be found [here](#) and includes FAQ's, an interactive online query assistant, and WES's contact information.