



# Academic Records Request Form

**A. For Applicants:** This form is provided to facilitate the release of your academic records by your academic institution. You are responsible for contacting your academic institution directly.

- 1) Complete the top part of this form. You must include your WES reference number.
- 2) Submit this form to the registrar/controller of examinations or other authorized official where you obtained your credential(s).
- 3) Print additional copies of this form as necessary.

<b>WES Reference No. (required)</b>		
Last/Family Name	First/Given Name	
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy)	E-mail
Institution Name	Country	Dates Attended From _____ To _____ (mm/yyyy) (mm/yyyy)
Degree Name (if applicable)	Year of Award (if applicable)	Major
Student ID or Roll Number at sending institution (if applicable)		

I hereby authorize the release of my academic records to World Education Services.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**B. For Authorized Officials:** The person named above requests that their academic records be released to World Education Services. His or her records/statement of marks should show all subjects completed and all grades/marks awarded for all years of study.

- 1) Please complete this form.
- 2) Place this form and academic record(s) in an envelope.
- 3) Sign and seal the envelope across the back flap.

Institution Name:	
Degree obtained: (if applicable)	Date awarded: (month/yr)
Name of Official Completing Form: (please print or type)	Title:
Telephone:	Email:

Authorized signature and seal: \_\_\_\_\_ Date: \_\_\_\_\_

Yes. The applicant's academic records are attached to this form.

Please send this form and academic records directly to WES using one of the addresses below:

**By Postal Mail:**

WES Reference No. \_\_\_\_\_  
 World Education Services  
 Attention: Documentation Center  
 P.O. Box 5087  
 Bowling Green Station  
 New York, NY 10274-5087  
 USA

**By Express Courier:**

WES Reference No. \_\_\_\_\_  
 World Education Services  
 Attention: Documentation Center  
 64 Beaver St. #146  
 New York, NY 10004  
 USA

# Document Submission Checklist



Please use this checklist as a guide to ensure that the documents meet WES requirements. Documents not received as specified will delay your credential evaluation.

## Remember to:

- Carefully follow the [document requirements](http://www.wes.org/required/) for your country of education  
<www.wes.org/required/>
- Use the “[Academic Records Request Form](http://www.wes.org/required/International_Transcript_Request.pdf)” (optional)  
<www.wes.org/required/International\_Transcript\_Request.pdf>

## BEFORE Sending Your Documents:

- Make sure that your transcripts are complete. Transcripts must show: all subjects taken, grades received for each subject, and for **each year** you were in the program.
- Make sure that academic records include the correct spelling of your name. The WES evaluation will indicate the name and date of birth shown on your academic records.
- Make sure that all documents that are sent to WES are clear and legible.

## WHEN Sending Documents:

- Make sure that your WES reference number is indicated on all envelopes.
- Make sure that your transcripts are placed in an envelope that is signed and sealed across the back flap by the institution preparing the documents.
- Send only academic records issued by recognized academic institutions. WES does not evaluate occupational or trade qualifications.

## Please Do NOT Send:

- Personal photocopies of transcripts.
- Original documents, unless specifically requested by WES.
- Documentation regarding non-formal training or work experience.