

## Who uses WES services?

Each year, approximately 250,000 people immigrate to Canada, and most of them arrive with degrees, diplomas, and/or certificates earned abroad at the post secondary level. They play an important role in contributing to our increasingly knowledge-based economy by bringing needed skills, qualifications and experience to our country.

**Employers** can access this important labour pool by using academic credential evaluation as a tool to compare their candidates' level of education to Canadian levels.

**Immigrants** are better able to look for employment in the occupation best suited to their skills, and gain credit for their education when applying to post secondary institutions.

**Occupational regulatory bodies** can use WES to help them more accurately determine the academic eligibility of foreign trained professionals applying to become licensed or certified.

**Academic institutions** can use these evaluations as an aid to determine whether an individual has the appropriate scholastic background to enter a specific program, as well as to facilitate transfer of credits.

**All of us** benefit from the availability of a credible and reliable service which fairly evaluates an individual's academic background and provides a clear comparison in terms of Canadian programs.

For more information visit our website:

[www.wes.org/ca](http://www.wes.org/ca)



## About WES?

WORLD EDUCATION SERVICES is a not-for-profit organization dedicated to providing accurate and reliable evaluations of international academic credentials.

Our mission is to facilitate the integration of internationally trained individuals into the employment and education environment of their host country.

WES has been operating in North America since 1974, and is recognized widely for the quality of its evaluations. We are the largest and one of the oldest of such services. WES produces over 50,000 evaluations annually. Our work is based on thorough and ongoing research, and uses continually updated information on education systems around the world.

WES is a member of the Alliance of Credential Evaluation Services of Canada (ACESC).



WORLD EDUCATION SERVICES  
45 Charles Street East, Suite 700  
Toronto, Ontario M4Y 1S2

Telephone: 416-972-0070

Outside of Toronto,  
call 1-866-343-0070

Fax: 416-972-9004

E-mail: [canada@wes.org](mailto:canada@wes.org)

[www.wes.org/ca](http://www.wes.org/ca)

WORLD EDUCATION SERVICES

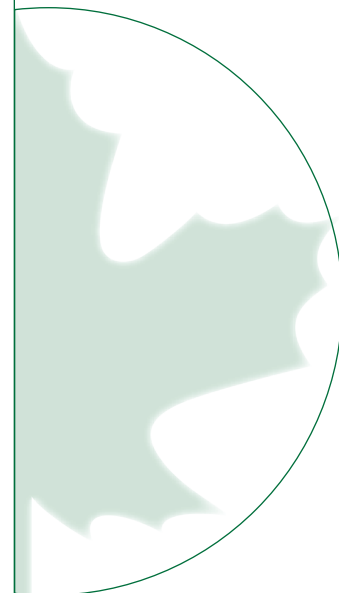


[www.wes.org/ca](http://www.wes.org/ca)

# ACADEMIC CREDENTIAL ASSESSMENT SERVICE

 Ontario

*WES is recognized,  
and funded in part,  
by the Government of  
Ontario*





## Explanation of Services

*The following is a description of the basic types of evaluations prepared by WES. If you do not know the type of evaluation report that is required, please contact the institution, agency or employer to which you will submit the evaluation report and check the type of WES evaluation that they will accept. If they require a customized evaluation, please contact WES.*

*The information below is applicable for Canada and all fees are in Canadian dollars. GST is included in all fees. Fees are subject to change. Fees are not refundable once an application is submitted.*

Dear Applicant:

Thank you for selecting WES, the largest credential evaluation service in North America.

WES provides outstanding service and unequalled value for your money.

- WES standard service is fast — your report is ready in just **7 business days** after we receive the required documentation.
- Convenient Online application:  
**[www.wes.org/ca/application](http://www.wes.org/ca/application)**
- Check the status of your report online
- For one fee, WES evaluates all your formal academic degrees or diplomas issued by educational institutions.
- An evaluation can be used for employment, continuing education, licensing, apprenticeship training, and immigration purposes.
- At no extra charge, a second original copy of the report is sent directly to an institution of your choice.
- Course-by-course reports are preferred by educational institutions and licensing bodies.
- **WES is recognized, and funded in part, by the Government of Ontario.**

Please visit our website at **[www.wes.org/ca](http://www.wes.org/ca)** to learn more about **WES** evaluations and for detailed instructions, including the documents required for your country of education. If you have additional questions, please send us an e-mail at **[canada@wes.org](mailto:canada@wes.org)**

### ■ EVALUATION SERVICES & FEES

The evaluation is completed and mailed within seven (7) business days from the day an application, all required documents and fees are received by WES. Fees must be paid in Canadian dollars. Payments from outside Canada must be drawn on a bank located in Canada, paid by credit card, or with an international money order.

**Document-by-Document Report (Basic) \$115** (per application) for all your formal academic degrees and diplomas. Generally used for employment, immigration and education where transfer of credit is not required. The evaluation report identifies each diploma or certificate, and gives its Canadian equivalent.

**Course-by-Course Report (Detailed) \$200** (per application) for all your formal academic degrees and diplomas. Generally used for education, transfer of credit, and occupational regulatory bodies. The report contains the same information as the document-by-document report and, in addition, it provides a breakdown of all post-secondary study in terms of Canadian credits, grade equivalents, and grade point average (GPA).

**Upgrading from Document-by-Document to Course-by-Course Report \$150** (per application) for all your formal academic degrees and diplomas.

### ■ RUSH SERVICES & FEES

Once all required documents are received, evaluations are completed and mailed within seven (7) business days unless rush service is specified. Options available are:

**Same-Day** — The evaluation is completed and mailed within the same business day. **\$200 (in addition to evaluation fee)**

**Three-Day** — The evaluation is completed and mailed within three (3) business days. **\$100 (in addition to evaluation fee)**

### ■ DELIVERY OPTIONS

Evaluations are sent by regular mail unless overnight courier service or registered mail is specified.

**Express Delivery** — Overnight courier service may be requested for an additional fee of **\$20.00 (for U.S.A. \$30.00)** for each address.

**International Express** — International courier service may be requested for an additional fee of **\$65.00** for each address.

**Registered Mail** — Registered Mail (Canada only) is available for an additional fee of **\$10.00** for each address.

### ■ ADDITIONAL REPORTS

Our services include sending one official copy of your evaluation report to you, and one to the institution of your choice. Additional reports requested at the time of the initial application are \$15.00 per report. For reports requested after the evaluation has been completed, the fee is \$40.00 for the first report and \$15.00 for each additional report. Additional reports are completed within 24 hours.

### ■ WES APPLICATION CHECKLIST

- All required academic records or documents
- Photocopies of English or French translations
- Payment by cheque/money order or credit card (No cash)
- When you are submitting photocopies, please make them on letter, A4, or legal size paper. Please do not staple, bind or paste your documents, instead attach them together with paper clips.

## How To Submit Documents

WES adheres to rigorous documentation and evaluation procedures in order to prepare evaluations that are accurate and recognized throughout Canada.

The documents that WES requires are specific to each country of education. To ensure that your evaluation is prepared without delay, please follow the **Required Documents** instructions for your country of education as described: [www.wes.org/ca/required](http://www.wes.org/ca/required).

**Translations:** if the academic institution that you have attended does not issue documents in English or French, you must submit precise word-for-word translations of all your credentials. WES accepts documents either in French or English.

## Procedures and Policies

*WES evaluates only formal educational credentials and reserves the right not to accept an application for evaluation.*

WES verifies the authenticity of educational credentials and reserves the right to request original documents. WES prepares evaluations only after it is satisfied that it has received and/or verified all necessary documents. **Please read the Required Documents section of our website to ensure you submit the documents we require.**

For **Course-by-Course** and certain **Document-by-Document** reports, WES requires that applicants have their transcripts/mark sheets sent to WES directly from the institution that they attended. For certain countries, there may be other options to this procedure. To eliminate delays in receiving your evaluation report, WES encourages you to follow country specific instructions of the "**Required Documents**" section of our website.

**Request for additional information or documents** – if upon review of an application and documents WES determines that additional documents and/or information is required, a request for missing information is issued and the evaluation file is placed on hold until all necessary material has been received to the satisfaction of WES.

**Re-Evaluation** – requests for re-evaluation based on documents that were not submitted with the initial application constitutes a new evaluation and a second payment of the basic fee is required.

To upgrade an existing Document-by-Document evaluation to a Course-by-Course report requires an additional payment of \$150.00

**From Course-by-Course to Document-by-Document** – if WES determines that a Course-by-Course evaluation cannot be prepared, a Document-by-Document evaluation will be issued along with a refund of the difference in fees.

**Document Verification Fees** – academic institutions in certain countries require the payment of a fee in order to verify educational credentials. When an institution requests such payment, WES passes the request to the applicant who must pay the fee directly to the institution.

**Fraudulent Documents** – when documents submitted with an application for evaluation is found to have been altered, tampered with or forged, WES cancels the application and retains all the documents. Fees are not refunded. WES will notify all recipients indicated on the application form as well as other appropriate authorities.

## Apply Online

WES offers an online application. Applying online is fast and convenient.

Visit [www.wes.org/ca/application](http://www.wes.org/ca/application)

## Where To Submit Applications and Academic Credentials



### By Mail and Express Courier

World Education Services  
45 Charles Street East, Suite 700  
Toronto, Ontario  
M4Y 1S2  
Canada



### By Fax

416-972-9004

## For Further Information

Please visit [www.wes.org/ca](http://www.wes.org/ca), or e-mail [Canada@wes.org](mailto:Canada@wes.org)

Track your application online at <https://www.wes.org/ca/appstatus/>



Ontario

WES is recognized, and funded in part, by the Government of Ontario

# Application

## SERVICE OPTIONS *Please first read pages 1 and 2 of this application.*

### Primary Purpose of Assessment *(Please select only one)*

Education (Course-by-Course report is recommended)  Employment  Immigration  Occupational Regulatory Body

### Application Fees — *Choose one. See page 1 for details.*

Document-by-Document (\$115)  Course-by-Course (\$200)

If you select any option below, please include additional payments.

**Rush Services**  Same-day (add \$200)  Three-day (add \$100)

**Additional Reports** (\$15 each) Number requested \_\_\_\_\_ x \$15 = \$ \_\_\_\_\_ **Sealed Envelope** (Add \$5 each) \_\_\_\_\_ **Fax Copy** (USA/CANADA add \$5 each) \_\_\_\_\_

**Special Delivery Options**  Registered Mail USA/International (add \$15)

Evaluation report sent to me:  Next Day (Canada add \$20)  Next Day (USA add \$30)  International Express (add \$65)  Registered Mail (Canada add \$10)

Additional reports sent:  Next Day (Canada add \$20)  Next Day (USA add \$30)  International Express (add \$65)  Registered Mail (Canada add \$10)

**TOTAL AMOUNT** . . . . .Add the amounts for all items checked above. \$ \_\_\_\_\_



## PAYMENT OPTIONS

**Cheque / Money Order Enclosed** *(Payable to World Education Services)*

**Charge my:** *(Check one)*  VISA  MasterCard  American Express

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature of Cardholder *(required)* \_\_\_\_\_

Cardholder Name and Address *(if different than applicant)* \_\_\_\_\_

## PERSONAL INFORMATION — *Please print or type in CAPITAL LETTERS*

\_\_\_\_\_ Last/Family Name \_\_\_\_\_ First/Given Name \_\_\_\_\_ Second/Middle Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Number and Street \_\_\_\_\_ Flat/Apt. Number \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Province/State \_\_\_\_\_ Postal Code/Zip \_\_\_\_\_ Country \_\_\_\_\_

Day Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Country of Birth \_\_\_\_\_ Male \_\_\_ Female \_\_\_ Date of Birth \_\_\_\_\_ Month/Day/Year \_\_\_\_\_

Contact me via (check all that apply)  Mail  Fax  E-mail

If you want to authorize another person for us to share information with, please indicate their name \_\_\_\_\_

Have you ever submitted an application to WES?  Yes  No If yes, date \_\_\_\_\_ Ref.# \_\_\_\_\_

How did you hear about, or who referred you to WES? \_\_\_\_\_

List all educational institutions attended for which you are submitting documents.

Name of Institution	Country	Dates of Attendance From To	Name of Diploma/Certificate (in original language)	Year of Graduation
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____

## SEND AN EVALUATION REPORT TO — If you want a copy of the report sent to an educational institution, employer, or occupational regulatory body, please indicate their contact name(s), institution name(s) and institution address(es) below. Attach an additional sheet if there are more than 2 addresses. The first copy is free.

1. \_\_\_\_\_ 2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Province/State Postal Code/Zip City Province/State Postal Code/Zip

*I certify that: all of the information provided in this application form is correct; I have read the instructions and conditions provided with this application and agree to the terms stated therein; the report is advisory and not binding upon any agency or institution that uses it. I understand that fees are not refundable once an application is submitted. I consent to the collection, use and disclosure of my personal information as described in the application; I understand that my personal information will be collected from and disclosed to such third parties WES deems necessary to evaluate my credentials. Finally, I release World Education Services from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.*

Name *(printed)* \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_