



## 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** for your country of education.
- Use the **Academic Records Request Form** (optional).

### BEFORE Sending Your Documents:

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- 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 Your Documents:

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- 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:

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