

Toronto, ON M5B 1J3

Canada

## **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.

WES Reference No. (required)		
Loot/Family Name	First/Given Name	
Last/Family Name	Filst/Given Name	
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy)	E-mail
Institution Name	Country	Dates Attended
		FromToTo(mm/yyyy)
Degree Name (if applicable)	Year of Award (if applicable)	Major
Student ID or Roll Number at sending institution (if applicable)		
hereby authorize the release of my academic rec	ords to World Education Se	ervices.
Applicant's signature:		Date:
Place this form and academic record(s) in an example 3) Sign and seal the envelope across the back flat Institution Name:		
Degree obtained: (if applicable)	Date awar	rded: (month/yr)
Name of Official Completing Form: (please print or type)	Title:	
Telephone:	Email:	
Authorized signature and seal:	hmoud Azizi	Date:
Yes. The applicant's academic records are atta	ached to this form.	
Please send this form and academic records dire		below:
	ony 10 11 <b>20</b> at ano address a	
WES Deference No		
WES Reference No		
World Education Services Attention: Documentation Center		



# **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:**

HEN Sending Your Documents:		
☐ Make sure that all documents that are sent to WES are clear and legible.		
☐ 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 your transcripts are complete. Transcripts must show: all subjects taken, grade received for each subject, and for each year you were in the program.		

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Make sure that your transcripts are placed in an envelope that is signed and sealed across th
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.

☐ Make sure that your WES reference number is indicated on all envelopes.

### **Please Do NOT Send:**

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