

WES Evaluation Instructions

1. When you go to <https://www.wes.org/>, you will see a statement that says **"Get your credential evaluation in three simple steps!"** and an option underneath it to **"get started"**.
 - Once you click on **"get started"**, it'll take you to a page where you will provide your email and then create an account.
2. After you create your account, you will provide some personal information and then it'll take you to a page where it asks you the purpose of your credit evaluation.
 - You want to choose **"education"**. It will then ask you the level of education you are pursuing, you will want to choose **"Undergraduate Freshman Admissions"** if you are applying to EMU as a first year and **"Undergraduate Transfer Admissions"** if you are applying to EMU as a transfer.
 - Afterwards, it will ask you about your credentials, where you went to school and what degree you received. You will fill that information in and next it will ask you for your address as well as our information.
 - For **"Institution receiving your report"**, you put in **"Eastern Mennonite University"**. It will then direct you to a page where you choose what kind of credit evaluation to do.
 - For this part, you will want to make sure you choose the **"WES ICAP"** option that is **underneath Course-by-Course Evaluation**. The website may recommend a "Document-by-Document" Evaluation but that is not what we are looking for. You want to make sure it says **Course-by-Course Evaluation** and select the **"WES ICAP"** option. You might need to click on "Other available evaluation packages" to see this option.
 - See screenshot on page 2 to show you exactly what to look for when selecting the type of evaluation. Once you've made that selection, you will be directed to a page where you will see a list of documents the website requires and how to send it. Make sure to read through all of the important information on that page.
 - **High School/Secondary School Transcripts**: The document that WES will need from you is your Secondary School Transcript.
 - WES provides instructions on how to send both electronic and paper transcripts depending on what transcript exchange program your institution may use (ex. Parchment, National Student Clearinghouse etc.)
 - The institution can also send the transcripts through the mail. They will need to put it in a sealed envelope and stamp the back flap of the envelope with their official stamp. If you have the document with you and you would like to send it, you can also mail it but you will still need to put it in a sealed envelope and have a stamp over the back flap.
 - **College/University Transcripts**: The two documents that WES will need from you are your Academic Transcripts and your Degree Certificate. There are multiple options for

sending your Academic Transcript. The best way (and our recommendation) would be to request for the school you attended to send your official transcripts to WES.

- Your institution can send you documents digitally if they already have a partnership with WES, if they don't they can use this website to contact WES and work on sending the transcripts digitally:
<https://www.wes.org/digital-partnership-form/>.
- The institution can also send the transcripts through the mail. They will need to put it in a sealed envelope and stamp the back flap of the envelope with their official stamp. If you have the document with you and you would like to send it, you can also mail it but you will still need to put it in a sealed envelope and have a stamp over the back flap.
- **Your final step is to review your information and make your payment!**

WES Instructional Screenshot



My Application (U.S.)

Save & Exit

[English](#)
Français (beta)

Other available evaluation packages: 

	Course-by-Course Evaluation 	
Features	WES ICAP	WES Basic
Authenticated transcripts stored and sent to institutions	✓	
Evaluation of <u>official documents</u>	✓	✓
Lists all subjects completed at the <u>post-secondary</u> level	✓	✓
U.S. <u>semester credit</u> and grade equivalent for each course	✓	✓


