

### 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): 5723597</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 (mm/yyyy) To (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	E-mail

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:**

**By Express Courier:**

**WES Reference No. 5723597**  
 WES Global Documentation Centre  
 PO BOX 2008 STN MAIN  
 Newmarket ON, L3Y 0G5  
 Canada

**WES Reference No.. 5723597**  
 WES Global Documentation Centre  
 14-145 Industrial Pkwy South  
 Aurora ON, L4G 3V5  
 Canada

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## 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).

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### 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.

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### WHEN Sending Your 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.

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### Please Do NOT Send:

- Personal photocopies of transcripts.
- Original documents.
- Documentation regarding non-formal training or work experience.