

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)		
Last/Family Name	First/Given Name	
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy)	E-mail
Institution Name	Country	Dates Attended From _____ To _____ (mm/yyyy) (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:	Email:

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:

WES Reference No. _____
World Education Services
Attention: Documentation Center
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
USA

By Express Courier:

WES Reference No. _____
World Education Services
Attention: Documentation Center
64 Beaver St. #146
New York, NY 10004
USA

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:

- ☐ 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:

- ☐ 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:

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