



## WES Application Directions

[www.wes.org](http://www.wes.org)

1. Click on the box marked "For Students"
2. There will be menu options that appear on the left hand side. Click on "Apply Now." Or you can click the "Get Started" button. Then click "Apply Now".
3. **Your Evaluation** tab - What type of evaluation should you choose: **ICAP evaluation**
  - a. If you are seeking a Bachelor's Degree – Document by Document
  - b. If you are seeking a Master's Degree – Course by Course
  - c. If you are seeking a Doctoral Degree – Course by Course

**\*\*\*At the bottom of the "Your Evaluation" tab you will see a button "Add Recipient". Please be sure to add Columbia International University here so that your report will be sent to CIU when it is completed. \*\*\***

What is ICAP?

ICAP (International Credential Advantage Package)

- Transcripts + Evaluation + Storage

### **Cost**

Document by Document - \$145 + \$30 mailing to CIU + postage costs

Course by Course - \$205 + \$30 mailing to CIU + postage costs

WES accepts Mastercard, Visa and American Express.

### **Notes and Instructions:**

1. Please review "Documents Required" thoroughly in order to submit the appropriate documents. Please also take note of the manner in which documents must be sent to WES. If they are not sent in the correct manner, WES will not accept your documents as official.
2. Copies of all official foreign educational records must be submitted in the original language.
3. Records not in English must be accompanied by a literal English translation. Translations do not have to be certified, but must be literal (word for word) and the translator must sign the translated copy and include contact information.
4. All materials submitted to WES become the property of WES and cannot be returned.

### **World Education Services, Inc.**

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### **Already have a WES evaluation?!**

To reorder a copy of your WES evaluation please go to [www.wes.org/xcopy](http://www.wes.org/xcopy).