

WES Evaluation Guidance

Note: This guidance is for NACES accreditation reference only. Applicants should proceed based on their individual circumstances.

What is WES?

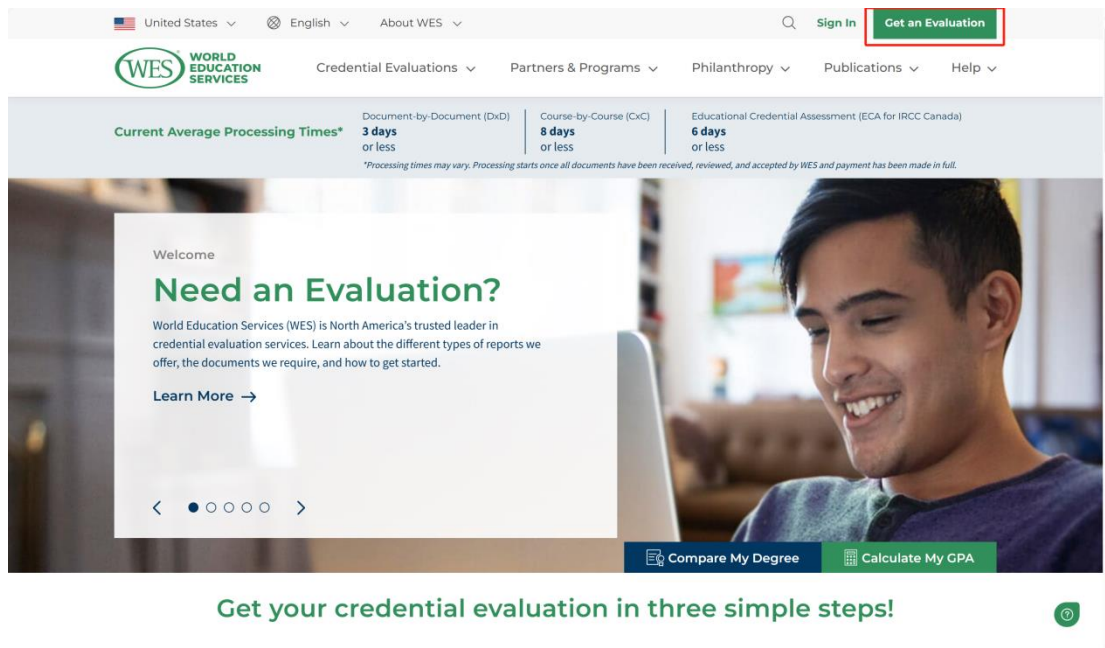
WES (World Education Services) is a non-profit organization founded in 1974 in the United States. It provides recognition of grades for those who intend to study or work in the United States or Canada, and is the largest credentialing company in North America.

Why do WES certification?

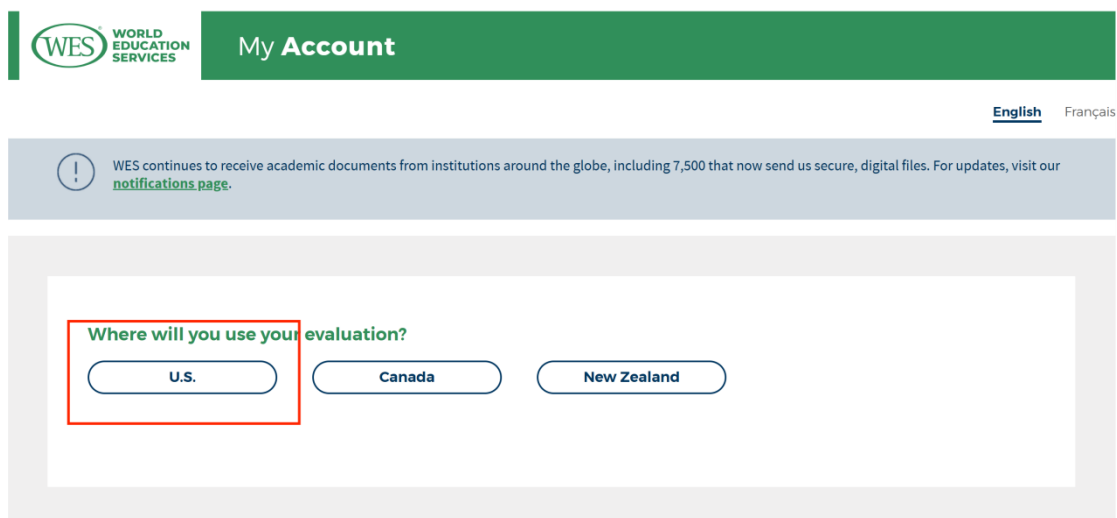
The first is that the school need to verify the authenticity of the transcript and prevent the falsification of the transcript, and the second is that the American performance evaluation is a four-point system, so it is necessary to convert the domestic score into a four-point system through WES certification.

Steps:

1. Sign up for an account (<https://www.wes.org/>) , click “Get an evaluation”



① Select the country where certification is required, select United States



② Fill in the email address and enter the code for email authentication

✉ Provide Your Email Address

Please provide an email address below to create a new account at WES. We will send you a six-digit verification code.

Email Address

Cancel

Next

Already have an account? [Log In](#)



[Help](#)

③ Fill in personal information and set passwords, security questions, etc.

Create Account

Note: WES requires a separate account for each individual applying for credential evaluation.

* indicates a required field

Your First (Given) Name* ?

Your Second (Middle) Name

Your Last (Family) Name* ?

☐ I do not have a last (family) name

Date of Birth*

Month ▼


Day ▼

Year ▼



Have an Account?

Log In



My Account

Email* 919845077@qq.com

Password*

Password requirements: 8-16 characters, 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character (!@#\$%^&*()_+-=). Do not include spaces.

Re-enter password*


Security Question* Select...

Security Answer*

When you subscribe to the WES newsletter, you'll get access to articles, blogs, upcoming events and other resources related to studying or finding a job in the U.S. or Canada.

☐ I would like to subscribe to the WES newsletter.

2. After the account registration is completed, the next step is to complete the personal information, which must be informed of how to learn about WES, gender, and phone number



My Application (U.S.)

Save & Exit

English Français (be)

Personal Information

Report Purpose

Your Education

Report Recipients

* Indicates a required field

How did you hear about WES?* Select ...

Your First (Given) Name* ?

Your Second (Middle) Name

Your Last (Family) Name* ?

☐ I do not have a last (family) name

Help

My Application (U.S.)
Save & Exit

[English](#)
 Français (beta)

☐ I do not have a last (family) name

Date of Birth*

August
 10
 1999

Gender*

Select Gender

Telephone*

Select country code

Country code
 Please include city code

Next

Help

3. Select the purpose of the certification, here select education (education), and select the appropriate purpose

My Account (U.S.)
Log Out

Upgrade Your Report
Cancel and return to Timeline

What is the primary purpose of this upgrade?
 Select what this update will be used for from the options below.

Education

Professional License/Certification

Employment

Immigration

Other

What is the level of education you are pursuing?

Graduate Admissions
 Select Level of Education
 Undergraduate Freshman Admissions
 Undergraduate Transfer Admissions
 Graduate Admissions
 Other

Continue

Help

4. Fill in school information, degree information, time of attendance, etc.

Add Credential



Country or Territory of Education*	Select... ▼
Type of Education*	Select... ▼
Name of the Institution*	<input type="text"/>
Name of Diploma/Certificate*	<input type="text"/>
Your First (Given) Name* ?	First (Given) name exactly as it appears on your credential.
Your Second (Middle) Name	Second (Middle) name exactly as it appears on your credential.
Your Last (Family) Name* ?	Last (Given) name exactly as it appears on your credential.
Field of Study	<input type="text"/>
Year Awarded*	Select... ▼
Years Attended*	From ▼ To ▼

5. Fill in the recipient information

- ① Recipient 1: Yourself
- ② Recipient 2: Organization that receiving accreditation

My Application (U.S.) [Save & Exit](#)

[English](#) [Français \(bet](#)

[Personal Information](#) [Report Purpose](#) [Your Education](#) **[Report Recipients](#)**

Please enter the recipients you would like WES to send your evaluation report to.

Recipient 1: You

Please enter your current residential address (for mail that you receive at home). Copy of your WES credential evaluation report is included in the cost of your evaluation. Your copy will be sent to the address below.

[Add Your Address](#)

Please add your mailing address.

Recipient 2: Institution(s) receiving your report

Please add the institution(s) you want your report sent to. Each institution you add will result in an additional fee of \$33 plus shipping and handling.

[Add Recipients](#)

[Previous](#) [Next](#) [Help](#)

Recipient 1 must fill in their personal address details and choose the

mailing method.

Add Mailing Address

Please enter your current residential address (for mail that you receive at home). WES will periodically send important updates that might contain private information. To avoid delays, it is essential that our applicants receive all mail sent by WES. Please check that the information you provide below is accurate.

Country or Territory*

Select Country or Territory

Street/P.O. Box*

City*

State/Province/Region

ZIP/Postal Code

How would you like us to send your report, once complete?

Delivery Method*

Select...

Save

Recipient 2 needs to search for Kean University (USA)

Recipient 2: Institution(s) receiving your report

Please add the institution(s) you want your report sent to. Each institution you add will result in an additional fee of \$33 plus shipping and handling.

Add Recipient

Please search for a recipient using the text box below

Institution or Company*

Kean

Clear

1 result found.

[Kean University](#)

If the recipient you're searching for doesn't appear in the list above, please try again with a more specific name or you may [manually enter the recipient's information.](#)

Select Office of Undergraduate Admissions and mail will be sent electronically to Kean University, 1000 Morris Avenue Union, New

Jersey, 07083, with a \$12 processing fee.

Kean University

If the school or department you are looking for is not listed below, you may [manually enter the recipient's information.](#)

School/Division*

Office of Undergraduate Admissions

Office of Undergraduate Admissions

(electronic delivery only)

1000 Morris Avenue
Kean Hall - North Wing
Union, NJ 07083
United States of America

Attention To ?


Delivery Method*

Your report and verified transcripts will be delivered electronically to this institution. To deliver your report electronically, there is a standard processing fee of \$13.00. When you review your order, this standard processing fee will be labeled "**Delivery Method:** Standard Delivery - \$13.00."

Update

Edit Address

6. Select the authentication method, here choose both WES ICAP or WES Basic are available




My **Application** (U.S.)

Save & Exit

[English](#) [Français \(beta\)](#)

Features	WES ICAP (Recommended)	WES Basic
Authenticated transcripts stored and sent to institutions	✓	
Evaluation of official documents	✓	✓
Lists all subjects completed at the post-secondary level	✓	✓
U.S. semester credit and grade equivalent for each course	✓	✓
U.S. grade point average (GPA) on a 4.0 scale	✓	✓
Designates the level (upper or lower) of each undergraduate course	✓	✓

 [Help](#)

7. Check that all required documents have been submitted

8. Check the final price and choose the payment method

The screenshot shows the 'My Application (U.S.)' page on the WES World Education Services website. The page has a green header with the WES logo and a 'Save & Exit' button. Below the header, there are three tabs: 'Review', 'Payment' (which is active), and 'Confirmation'. The 'Payment' tab shows a message: 'Please review the summary of your fees based on what you selected for your application.' Below this, a note states: 'Note: All fees are in U.S. dollars.' A table titled 'Fee Summary' lists the following fees: 'CxC Evaluation with ICAP' for \$225.00, 'Standard Delivery (2)' for \$24.00, and 'Additional Copies' for \$33.00. The 'Total Cost' is \$282.00. Below the table, there is a section titled 'Select Payment Method' with two radio button options: 'Credit Card/Debit Card' and 'Western Union Online Money Transfer'. A green 'Help' button is visible in the bottom right corner.

Fee Summary	
CxC Evaluation with ICAP	\$225.00
Standard Delivery (2)	\$24.00
Additional Copies	\$33.00
Total Cost:	\$282.00

Select Payment Method

☐ Credit Card/Debit Card

☐ Western Union Online Money Transfer ?

9. Fill in your credit card information and complete the payment

Payment Information

\$282.00 USD		
VISA ▼		
Name on card		
Card number		
01 ▼	2024 ▼	Card cvd

Billing Address

Name	
Email	Phone number
Address line 1	Address line 2
City	Postal/zip code
New York ▼	United States ▼

Submit Payment
Cancel

10. After completing the payment, you can wait for WES to send the

certification results to Kean University. (After the submission of materials is completed, you can periodically log in to your account number to check whether you need to submit additional materials or modify the information on the materials, etc.)

11. After successful application, you will receive an official email from WES.

