



# HARDIN-SIMMONS UNIVERSITY

## WES Transcript Evaluation for Transfer Students

If you have a transcript from a non-US institution, you may need your transcript evaluated by an accredited service like WES. It's not a complicated process and your admission counselor will be able to guide you in case you have any questions. This guide is designed to help you navigate through the WES evaluation process and application.

### STEP 1 – Apply to WES

Read the instructions on this webpage carefully! See all the [required documents](#) that you need (it varies by country) the different credential packages, and the fees: [http://www.wes.org/application/apply\\_now.asp](http://www.wes.org/application/apply_now.asp)

Create an account and log in.

#### STEP 1a – Personal Info

Fill in your personal info. WES will send a copy to you to your mailing address so make sure all your information is correct.

#### STEP 1b – Your Education

Enter your academic credentials. If you already have a university degree (Associate, Bachelor's), you don't need to put your High School information.

WES can evaluate education in-progress or incomplete programs of post-secondary study.

When you complete the application:

Enter "Academic Transcript" for the name of the credential.

If your study is "in-progress" (you plan to complete the program) indicate the last year that you studied.

If your study is "incomplete" (you stopped without completing the program) select "Did Not Graduate".

### **STEP 1c – Your Evaluation**

Because you are a transfer student, we need to know every course you have taken in order to determine what you can transfer in.

Primary purpose is **to continue my education**.

The service you will need is the WES ICAP Course-By-Course (\$205).

Add recipient, type is **Educational Institution**. Search **Hardin-Simmons**, you should be able to find us listed there.

### **STEP 1d – Services & Fees**

Pick Standard Delivery (\$7) for both yourself and Hardin-Simmons if it's not urgent. You have to pay more if you need it faster so we suggest to do this as early as possible!

### **STEP 1e – Payment & Review**

Enter your payment info, the easiest one is by credit card. After you review and make sure all the information is correct, submit your application.

You will receive a WES reference number. **It's VERY important!** This needs to be on every material that you send the WES so they can reconcile it with your account.

## **STEP 2 – Submitting required documents**

After checking what you need to submit, send your documents to WES.

Academic transcripts need to be either sent directly by the university that you attended or prepared in a specific way. Please see attachment: **“Sample Sealed Envelope for College”**.

Degree certificate or diplomas can either be sent by you or included in the packet that your university sends. If you have to send it yourself, see below:

## WES U.S. Address for Postal Delivery

The diagram shows a rectangular envelope with a white background. On the left side, there are two callout boxes. The top one is labeled 'INCLUDE WES REFERENCE NUMBER' and points to the text 'WES Reference No. 123456'. The bottom one is labeled 'WES DOCUMENTATION CENTER ADDRESS FOR POSTAL DELIVERY' and points to the address: 'World Education Services, Documentation Center, P. O. Box 5087, Bowling Green Station, New York, NY 10274-5087, USA'. On the top right corner of the envelope, there is a small box labeled 'PLACE POSTAGE STAMP HERE'.

**INCLUDE WES REFERENCE NUMBER**

WES Reference No. 123456

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### **STEP 3 – Monitor your application**

Once you and your university send the required documents, check your account regularly to monitor your status, in case they need anything from you or your university.

They should take around a week to evaluate it and we will receive it shortly after that.