

Note to applicant: It is the responsibility of individual applicants to have their academic records forwarded to WES. Please complete parts 1 and 2 of this form and submit it to the registrar/controller of examinations/or other authorized official at the academic institution where you obtained your degree. *Please note that some institutions may charge a fee for this service.*

Part 1				WES Reference #: <i>(required)</i>	
Last/Family Name:			First/Given Name:		
Previous/Maiden Name: <i>(if applicable)</i>			Date of Birth: <i>(dd/mm/yyyy)</i>		
Current Address:				City:	
State/Province:	Country:	Postal Code:	Email:		

Part 2		Institution Name:		Dates Attended: From: _____ To: _____ <i>(mm/yyyy) (mm/yyyy)</i>	
Degree Name <i>(if applicable)</i> :		Year of Award <i>(if applicable)</i> :		Major:	
Student ID or Roll Number at sending institution <i>(if applicable)</i>					

I hereby authorize the release of my academic records and information to World Education Services.

Applicant's signature: _____ Date _____

Note to authorized official: The above-named person seeks to have his degree evaluated and requests that a confirmation of his/her degree conferral be forwarded to World Education Services. Please complete this form, and return it directly to World Education Services at one of the addresses below.

CONFIRMATION:					
I hereby confirm that the student named above attended _____ <i>(Institution Name)</i>					
from _____ to _____ <i>month/yr month/yr</i>		and was awarded _____ <i>degree/diploma name</i>			
in _____ <i>(major/field of study/discipline)</i>				on _____ <i>date of award</i>	
Name of official completing form:			Title:		
Address:					
City:		Country:		Postal Code:	
Telephone:			Fax:		
Email:			URL: www.		
Signature			Date		
<i>Seal</i>					

By Postal Mail

WES Reference No. _____
 WES Global Documentation Centre
 PO BOX 2008 STN MAIN
 Newmarket ON, L3Y0G5
 Canada

By Express Courier

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