



About WES Credential

On December 1, 2018, WES modified the document requirements for applicants educated in India. WES requires all documents to be mailed directly to WES by the institution that issues them. WES does not accept documents in sealed envelopes that are forwarded to WES by applicants themselves, colleges, agents, consultants, or other third parties.

Why is this change happening?

Due to this increased incidence of fraudulent documents, WES has decided to only accept documents in sealed envelopes that are mailed directly by the institutions themselves.

Who is affected by this change?

This change applies to all WES applications for evaluation of Indian credentials submitted on or after December 1, 2018. This is the date you received a WES reference number. If your WES reference number was issued on or after December 1, 2018, the new policy applies to you. If your WES reference number was issued before December 1, 2018, the new policy does not apply.

What should you tell your institution?

Please request your institution to mail your attested documents directly to WES in a sealed envelope with institution stamps/seals on the back flap. The institution must mail the sealed envelope themselves. They should not give the sealed envelope to you or a third party to mail to WES.

What happens if WES receives mark sheets sent by me, or a third party?

The documents will not be accepted and your file will be placed on hold until WES receives the attested mark sheets directly from your institution.

Important Information:

Required Document Update: WES has changed our required documents as of December 1, 2018. We only accept documents in sealed envelopes that are

mailed directly by the institutions themselves. This means that WES will not accept documents sent by colleges, students themselves, third party agents, or anyone else.

If your WES reference number was issued on or after December 1, 2018, the new policy applies to you. If your WES reference number was issued before December 1, 2018, the new policy does not apply. For more information, please click [here](#).

Before you send documents, you must complete an application and obtain a reference number.

You must **include your WES reference number** on all envelopes and correspondence.

WES is not responsible for documents that arrive without a reference number.

- For study completed at the **I.K.Gujral Punjab Technical University** [click here](#).
- WES reserves the right to verify all documents submitted for evaluation. If it is determined that verification is required, WES will contact your institution or other authorized source to authenticate your documents. Once a response is received, WES will proceed with your evaluation.
- For applicants submitting an Indian Master's Degree or Postgraduate Diploma for evaluation, you must also provide your bachelor's degree documents. WES cannot complete an evaluation without these documents. *The only exceptions where your bachelor's degree documents are not required are: Master of Education, Master of Engineering, Master of Philosophy, and Master of Technology.*
- WES does not evaluate study in Ayurveda, Unani, and Siddha indigenous medical systems. [Click here](#) for further information.
- WES has no affiliation with companies, persons, or agencies in India. We are not responsible for claims made by third parties, and we urge applicants to deal directly with WES regarding documentation or the evaluation process.

1. Degree Certificate (Final or Provisional)

What you need to do:



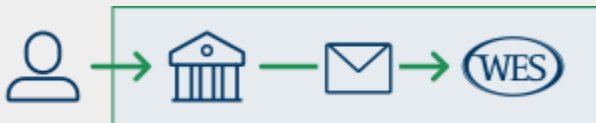
For completed study, you send a clear and legible copy of this document to WES. Do not send your original document.

2. Mark Sheets/Statement of Marks

This is an official document issued by the institution responsible for conducting the examinations (e.g. university or autonomous college). It lists all subjects/papers taken and marks earned for each year of study and must include your university student identification number.

College-issued mark sheets/result cards are not accepted unless from an autonomous college. To check if your college has autonomous status [click here](#).

What you need to do:



For completed, incomplete and in-progress study, ask the institution responsible for conducting the examinations to attest and send your documents **directly** to WES in a sealed envelope that is signed or stamped across the back flap by the appropriate authentication officer at the institution that conducted the examination. WES will not accept documents sent by colleges, students themselves, third party agents, or anyone else.

Important Information:

- WES only accepts documents issued, attested and sealed by the designated official at the institution that conducted the examination (e.g. Controller of Examination or Registrar's Offices). Attestations by individual professors or external notary publics will not be accepted.
- **Note carefully:** You must also provide your bachelor's degree documents. WES cannot complete an evaluation without these

documents. *The only exceptions where your bachelor's degree documents are **not** required are: Master of Education, Master of Engineering, Master of Philosophy, and Master of Technology.*

Sending Documents

Before you send documents, you must complete an application and obtain a reference number.

Enter your WES reference number on all envelopes and correspondence. WES is not responsible for documents that arrive without a reference number. Documents that arrive in our office without a reference number may encounter processing delays.

Do not send original documents unless specifically requested by WES. All documentation received becomes the property of WES and cannot be returned.



By Postal Mail or Courier Delivery

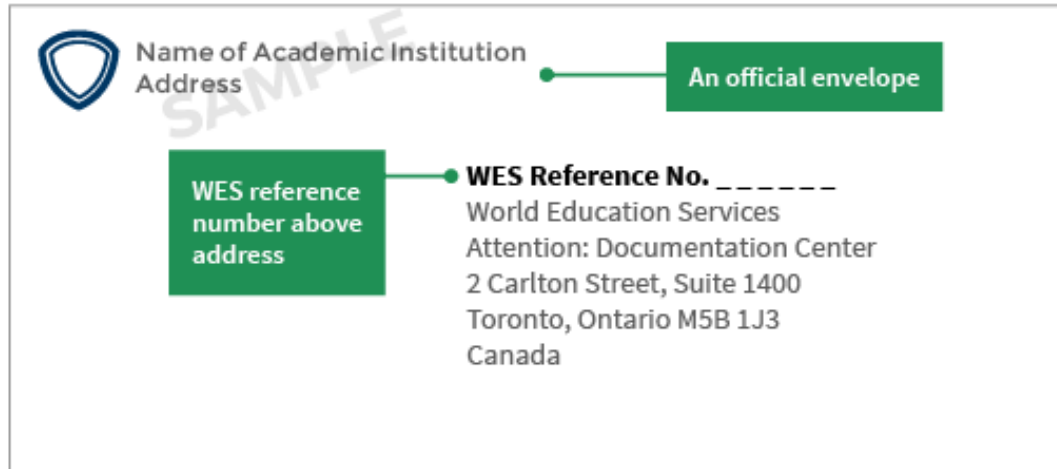
WES Reference No. _ _ _ _ _
World Education Services
Attention: Documentation Center
2 Carlton Street, Suite 1400
Toronto, Ontario M5B 1J3
Canada

All documents must be mailed to WES. WES does NOT accept documents delivered in person. No exceptions.

How to Send Academic Documents in a Sealed Envelope to WES

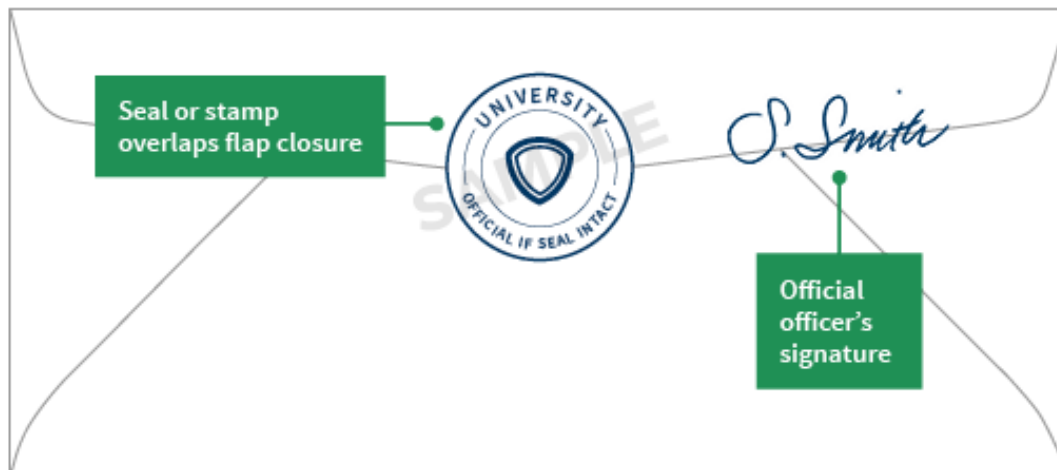
Front of the sealed envelope:

The WES reference number must be included above WES' address as shown below.



Back of the sealed envelope:

A seal, stamp, or signature must be across the back flap as shown below.



Note: WES cannot accept any documents if the envelope was opened or if a seal, stamp, or signature is missing.



