

## Instructions for applying for your Credential Evaluation with World Education Services (WES)

- Go to [www.wes.org](http://www.wes.org)
- Click on “Get Evaluation” – green tab at the top right.
- Click US for where you will use your evaluation.
- Enter email address and confirm with code that will be sent to said address.
- Click continue to create your account, fill in your personal information and create a password then click “Create Account.”
- My Application:
  - o Fill in the blanks - please ensure that you have a valid telephone number.
  - o Click “Education” as primary purpose of evaluation then scroll down.
    - Under what is the level of education you re pursuing:
      - Choose “Undergraduate Freshman Admissions” if you only have high school and click next.
      - OR
      - Choose “Undergraduate Transfer Admissions” if you are transferring from another university and click next.
  - o Click next and then add your credentials on “add credential” and click save.
    - If you have more than one school certificate, click “add another credential” then click save again.
  - o Under “enter address of the recipients you would like WES to send your evaluation report to, please enter:
    - Recipients 1: Your address for your copy
    - Recipient 2: Messenger College address Admissions, PO Box 1207, Euless, TX 76039, USA
      - Choose the delivery method that you prefer then click save.
        - o Keep in mind the due date of the MC.
  - o Under “here is the package we recommend for you,”
    - Freshman admissions will recommend a “Document by Document Evaluation.” Choose your option.
    - Transfer admissions will recommend a “Course by Course Evaluation.” Choose your option.
  - o Read the “required documents checklist” (take a pictures or screen shot of the instructions) and be sure to follow the step-by-step instructions when you request your transcript(s) from your school(s).
  - o Review your application information, click all of the applicants’ acknowledgements, then click next and proceed to check out to make your payment and click submit.

After you have completed creating your WES online account and making your payment you must then proceed to request your school transcript(s) to be sent to /WES indicating to them all of WES’s instructions that was listed on the website (see your picture or screen shot).

Note: You should be able to save and exit (log out) your account with WES at any point and log in later to keep filling out the necessary information or make your payment.

Note: if you did not take a picture or screen shot of the instructions, you can visit <https://applications.wes.org/required-documents> and add your information again to see the instructions.

**For further information or help with applying for your WES evaluation call:  
WES +1-800-361-3106 OR Messenger College at +1817-554-5950**