

Document Translation Instructions

For WES to process an application, you must have in your possession originals or copies of at least one of the following documents issued by an institution:

- Diploma or degree certificate
- Transcript, mark sheet, or statement of marks
- Professional licence or certificate
- Other officially issued documents (such as a letter of appointment, membership in a recognized professional association or certification body, a student identification (ID) card, etc.)

Documents that are not in English or French must be translated.

You may submit translations from any certified bureau. Please check with your referral organization directly if they have a translation office. If your referral organization does not have one, please contact COSTI at translation@costi.org.

Important notes:

- Submit only your Diploma/Degree Certificate if you are requesting a Document-by-Document evaluation. A transcript or statement of marks is needed only if you are requesting a Course-by-Course evaluation.
- Submit your untranslated documents electronically through My Account. Alternatively, you can email copies of your documents to gatewayCA@wes.org. Do not wait to receive your translation. Send your untranslated documents to WES. The translation will be later added to your file.

The WES Gateway Program seeks to further the academic and career goals of qualified individuals who, because of adverse circumstances in their country of education, lack standard proof of academic achievement.

Through the Gateway Program, WES can reliably validate and assess the education of individuals displaced by political unrest, conflict, and natural disasters even when verifiable documents are not available. The Gateway Program provides qualified participants with a high-quality credential evaluation report that can be accepted and recognized by employers, higher education institutions, and regulatory bodies throughout Canada.