



Translations Request Form (WES Voucher Files Only)

To be completed by referral organizations:

Referral Organization _____ Staff Name _____

Signature/Initials _____ Date _____

Check documents to be translated: Degree Certificate Transcript Other, please specify: _____

To be completed by applicants:

WES reference number _____ Language(s) of documents to be translated _____

Last/Family Name (English spelling) _____ First/Given Name (English spelling) _____ Date of Birth _____

Telephone Number _____ Email _____

Street Address and Apartment/Unit # _____ City, Province _____ Postal Code _____

Documents Attached/Enclosed _____

For applicants from Afghanistan, Eritrea, Iraq, or Syria:

Father's Name _____ City and Country of Birth (English spelling) _____

Date of Birth (if non-European style on the documents) _____ Educational Institution _____

Next Steps:

World Education Services (WES) will cover the cost of the translations of your documents upon completion and submission of this form. WES will not pay for the translation of documents that are not needed for your credential evaluation. 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.

1. Complete and sign this form. You must include your **WES reference number**.
2. Contact the translation office to see their preferred method to submit your documents. Follow the instructions provided by the translation office and make sure you include this form along with any other documents you send to them.
3. 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.
4. Submit your untranslated documents electronically through My Account. Alternatively, you can email copies of your documents to gatewayUS@wes.org. Do not wait to receive your translation. Send your untranslated documents to WES. The translation will be later added to your file.

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

Applicant's Signature/Initials _____ Date _____

For translation office use:

Please review the package and send a quote to gatewayUS@wes.org. Billing information will be provided upon quote review.