**WES Gateway Program: Pre-appointment Email**

**Subject line:** WES Gateway Program Appointment Confirmation

Hello,

Thank you for your interest in the [WES Gateway Program](https://www.wes.org/ca/about-the-wes-gateway-program/). Your appointment is confirmed for **[DAY]** at **[TIME].** I will call you on the number you have provided.

**WHAT YOU NEED TO KNOW**

* Before the appointment you are required to read the [WES Privacy Policy](https://www.wes.org/ca/privacy-policy/). You must agree with the policy in order to apply and be accepted into the WES Gateway Program.
* If you applied to WES in the past and already have an account and a reference number, you will have to use **a different email address** for the WES Gateway Program referral. **Please set up the new email before your appointment.**
* Please note:
  + WES will conduct the type of evaluation that is in your best interest given the documents available
  + WES reserves the right not to proceed with any application if documentation is insufficient

**DOCUMENTS YOU NEED FOR EVALUATION**

* Please prepare your educational documents, such as your degree certificate, transcript, statement of marks, diploma supplement, translations, as applicable.
  + Scan your documents into a PDF file – if you do not have safe access to a scanning machine, use a scanning application for your smart phone (Scanbot is a free app available on Google Play and App Store)
  + Check each scan to make sure each document is legible
  + Compare your PDF with your document to make sure all text and images on the front and back of each page of your transcript(s), diploma(s), translation(s) have been captured
* Attach your PDF files to an email and send them to me **after the appointment**
  + Use the subject line “Supporting documents: Reference number xxxxxxx”
* You will need to submit your documents in the original language, as well as the translation in English or French.

**IMPORTANT NOTE**

* If your documents are in a sealed envelope, you are not eligible for the WES Gateway Program and should apply through the [WES standard process](https://www.wes.org/ca/#get-started). **Do not open the sealed envelope.**

I look forward to our call on **[DAY]** at **[TIME].**

Thank you,

**[INSERT EMAIL SIGNATURE]**