



WES Gateway Program Guide for Referral Partners (U.S.)

Use this two-sided sheet as a quick guide when you are answering client questions.

Client Eligibility

- Educated in Afghanistan (with limitations), Eritrea, Iraq, Syria, Turkey, Ukraine, or Venezuela
- Unable to obtain official documents from the school attended
- Possess at least a Diploma or Transcript
- Live in the United States

Note: *If the client has the documents in a sealed envelope, the client is not eligible and should apply through WES' standard process. Do not open the sealed envelope!*

How Can Clients Use Their Gateway Report?

- Employment: Mention the U.S. equivalency on their résumé
- Education: Use the report for admission or credit transfer at post-secondary institutions
- Licensure: Use the report to meet education requirements

Eligibility Limitations

Afghanistan

Through the Gateway Program, WES evaluates education completed before August 15, 2021. Study completed between 1996 and 2001 cannot be evaluated at this time. WES can only evaluate credentials from 31 public and private universities.* If in doubt, contact GatewayUS@wes.org to confirm client eligibility.

*Find the list of 31 universities on the Partner Portal.

Types of Evaluations

	Document-by-Document (DxD)	Course-by-Course (CxC)
Purpose	Provides the U.S. equivalency of the credential	Lists all subjects, credits, grades, and a GPA
Utility	Employment First-year admissions	Higher education Licensure
Documents and translation needed	Diploma	Diploma and transcript



Translations

Translations are expensive. Advise your clients to translate only the documents needed for the type of evaluation they are applying for.

- Use the **Translation Form** if the client needs translations.**
- Follow the instructions on the form and submit the documents to COSTI Languages Bureau.

Note: Ensure that all translation quotes for vouchered files are vetted by WES before the translation is done. WES will not pay for unapproved translations.

**Find the Translation Form on the Partner Portal.

Submitting Documents

Option 1: Clients can submit documents online through My Account.

Option 2: Clients and partners can email PDF copies of documents to GatewayUS@wes.org.

Fees for the WES Gateway Evaluation Package are covered by WES.

- Gateway Evaluation Package
- Upgrade to Course-by-Course (if a recipient is indicated in the file)

Vouchers Cover:

- Translation of documents (as necessary)

When to Contact Program Team (GatewayUS@wes.org):

- When your client does not have the required documents
- When you need clarification of eligibility or the referral process

When to Direct Your Client to WES:

- Client is not eligible for your organization's services
- Client needs to add a credential or a recipient to the file
- Client needs a Course-by-Course upgrade
- Client needs to change their personal information

Note: Your client can contact WES through a direct link from WES My Account.

Resources for You and Your Client

Resources such as FAQs, flyers, translation forms, and more can be found on [the WES Gateway Portal](#).