Tips for Sending WES Evaluations to SJSU

Step #1
After logging into World Education Services (WES) at https://www.wes.org, you will complete the tabbed sections “Personal Information” and “Your Education”. Under the next tab, titled “Your Evaluation”, you will select the type of WES service you would like. If you are only using your WES Evaluation for San Jose State University (SJSU) at this time, we suggest you select the WES Basic Document-by-Document evaluation.

Please contact WES if you plan to send your evaluation to campuses other than SJSU for advice on the appropriate evaluation service to use.

At the bottom of the same page, you will be prompted to “Add Recipient”. You will then need to select “Educational Institution” from the drop-down menu.

Step #2
At the bottom of the same page, you will be prompted to “Add Recipient”. You will then need to select “Educational Institution” from the drop-down menu.
Step #3
You will then type in “San Jose State University” in the Search Box.

Step #4
You should see San Jose State University as the Primary result and click “Select this Institution”.

Step #5
Very Important! You must select the first option, Graduate Admissions and Program Evaluations (GAPE), in order for our office to properly receive your scores. By selecting this field, the system will automatically input the correct address.

Follow the remaining steps on the WES Application site to complete your WES evaluation process.