

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.

* denotes a required field.

What is the primary purpose for this evaluation? - *

WES offers two levels of service — WES ICAP and WES Basic. WES ICAP includes your evaluation report plus **verified transcripts** for delivery to any recognized educational institution. WES Basic is your evaluation report only. The WES ICAP Course-by-Course evaluation is recommended for applying to educational institutions.

Click the links below to learn more about the services and evaluation types.

Service Type of Evaluation	WES ICAP			WES Basic		
	Course-by-Course	Document-by-Document	CPA Board Evaluation	Course-by-Course	Document-by-Document	CPA Board Evaluation
Verified transcripts stored and sent to institutions	✓	✓	✓			
Evaluation of official documents	✓	✓	✓	✓	✓	✓
Lists all subjects completed at the post-secondary level	✓		✓	✓		✓
U.S. semester credit and grade equivalent for each course	✓		✓	✓		✓
U.S. grade point average (GPA) on a 4.0 scale	✓		✓	✓		✓
Designates the level (upper or lower) of each undergraduate course	✓			✓		
CPA Supplemental			✓			✓
Price	\$205	\$145	\$305	\$160	\$100	\$260
Select One	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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.

Please choose the type of recipient from the drop down list below.

Step #3

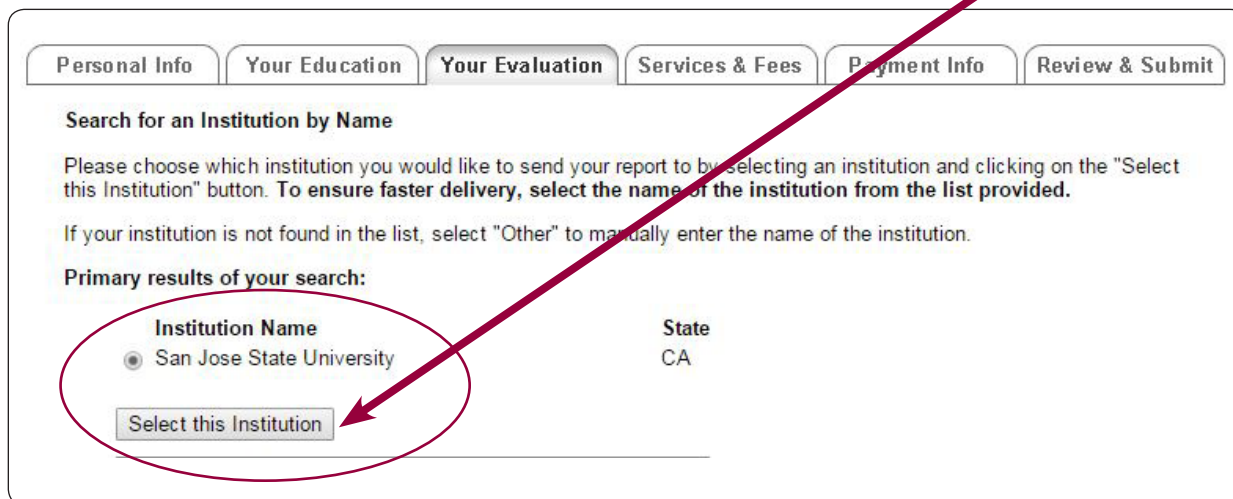
You will then type in "San Jose State University" in the Search Box



The screenshot shows a navigation bar with tabs: Personal Info, Your Education, Your Evaluation (selected), Services & Fees, Payment Info, and Review & Submit. Below the tabs is a section titled "Search for an Institution by Name". A search box contains the text "San Jose State University" and a "Search" button. A red circle highlights the search box and button, with a red arrow pointing to the text. Below the search box is the instruction: "Enter at least one unique word from the institution name."

Step #4

You should see San Jose State University as the Primary result and click "Select this Institution"



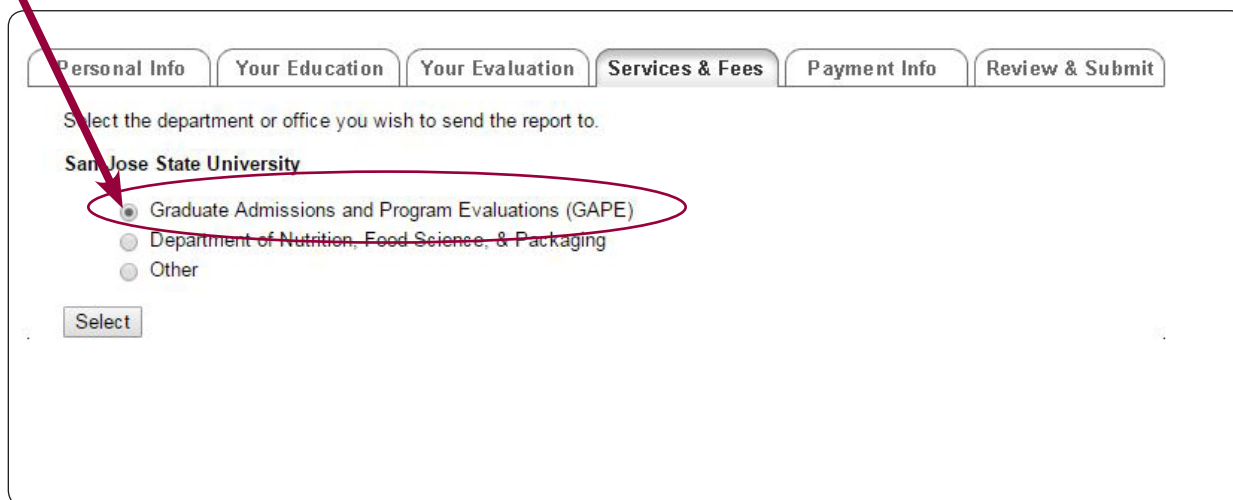
The screenshot shows the same navigation bar as Step 3. Below the tabs is a section titled "Search for an Institution by Name". It contains instructions: "Please choose which institution you would like to send your report to by selecting an institution and clicking on the 'Select this Institution' button. To ensure faster delivery, select the name of the institution from the list provided. If your institution is not found in the list, select 'Other' to manually enter the name of the institution." Below this is a section titled "Primary results of your search:" which contains a table with two columns: "Institution Name" and "State". The table has one row: "San Jose State University" and "CA". A red circle highlights the "San Jose State University" row and the "Select this Institution" button below it, with a red arrow pointing to the button.

Institution Name	State
San Jose State University	CA

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.



The screenshot shows the same navigation bar as Step 3. Below the tabs is a section titled "Select the department or office you wish to send the report to." Below this is a section titled "San Jose State University" which contains three radio button options: "Graduate Admissions and Program Evaluations (GAPE)", "Department of Nutrition, Food Science, & Packaging", and "Other". A red circle highlights the "Graduate Admissions and Program Evaluations (GAPE)" option, with a red arrow pointing to it. Below the options is a "Select" button.

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